

*Saskatchewan Apprenticeship
and Trade Certification Commission*

BUSINESS PLAN

July 1, 2008 to June 30, 2009

*Adopted by the Commission Board
September 24, 2008*

Table of Contents

1.	<u>Executive Summary</u>	
1.1	Vision, Mandate and Goals	2
1.2	Current State	3
1.3	Alignment with Strategic Plan	6
1.4	Program Overview	8
2.	<u>Planning Context</u>	
2.1	Planning Framework –Government	12
2.2	Planning Framework – Industry	13
2.3	Risk Assessment	17
3.	<u>Operational Priorities</u>	
3.1	Key Initiatives	20
3.2	Ongoing Initiatives	23
4.	<u>Program Plan</u>	
4.1	Client Services	26
4.2	Program Activity	28
5.	<u>Human Resource Plan</u>	
5.1	Overview	32
5.2	Priorities	32
5.3	Staffing Plan	34
6.	<u>Communications & Promotion</u>	
6.1	Overview	36
6.2	Priorities	36
6.3	Program Plan	36
7.	<u>Facilities & Capital</u>	
7.1	Overview	39
7.2	Priorities	40
8.	<u>Information Technology</u>	
8.1	Overview	41
8.2	Priorities	41
9.	<u>Financial Plan</u>	
9.1	Overview	42
9.2	Critical Cost Drivers	42
9.3	Financial Priorities	42
9.4	Financial Plan	44
9.5	Critical Assumptions	44
9.6	Fees and Revenue Generation.....	44
9.7	Budget	45

Appendix 1 - Annual Training Plan

Appendix 2 - Glossary of Acronyms

Appendix 3 – Logic Model

CHAPTER 1 – EXECUTIVE SUMMARY

The Saskatchewan Apprenticeship and Trade Certification Commission is an industry-led agency with a legislated mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and provide services to employers and tradespersons that support training and certification aligned with those standards. These services have been provided since 1944 and the Commission was structured and organized in 1999 to be accountable to the industry it serves and to the people of Saskatchewan.

The Commission Business Plan outlines how the Commission proposes to fulfill its mandate during 2008-09 and meet the expectations of its stakeholders. Specifically, the plan describes how the Commission will deploy human, financial and capital resources in support of its vision, mandate and goals.

The apprenticeship system delivers a wide array of programs and services to employers, tradespeople and the general public. These include:

- certifying journeypersons and apprentices
- building career awareness
- designating new trades
- developing industry occupational standards
- developing curricula and examinations based on industry standards
- registering and tracking apprentices and tradespersons
- counseling apprentices and tradespersons and assessing trade time
- assessing workplace suitability for training apprentices
- scheduling and managing institutional training
- managing examinations of apprentices and tradespersons
- processing applications for and payment of training allowances
- enforcing, monitoring and facilitating compliance with regulations

1.1 VISION, MANDATE & GOALS

Vision: A skilled and representative trades workforce, industry trained and certified.

Mandate: To develop and execute a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons. This mandate is based on *The Apprenticeship and Trade Certification Act, 1999* and *The Apprenticeship and Trade Certification Regulations*.

Goals:

1. Employer Training Commitment: Effective infrastructure for apprenticeship skills development for employers of skilled tradespersons.
2. Trade Skills Development: Increased trade-specific competencies for apprentices and tradespersons.
3. Validation of Trades Careers: Increased recognition by Saskatchewan people of apprenticeship as a legitimate, valuable and rewarding career choice.

1.2 CURRENT STATE

The Apprenticeship and Trade Certification Commission was established to ensure that the apprenticeship system effectively meets industry needs and contributes to the economic and social development of the province. The Commission features industry-led governance and revenue-generating authority to ensure that program services and training are as effective as possible.

The aggregate demand for apprenticeship training and trade certification has once more increased substantially in the past year and the number of registered apprentices has increased by 60% since 2005. In the past year, the greatest growth in registrations of apprentices (both in absolute numbers and in relative terms) has been within the construction sector trades, followed by the motive repair and the production and maintenance sector trades. In the past, registrations of apprentices have grown in proportion to overall growth in the workforce in a particular sector. However, the past year has seen a shift; while construction has created more jobs overall than any other sector, the manufacturing and resource industries have surged forward, registering apprentices in volumes never before experienced. Despite the reluctance of some employers (including several large enterprises) to engage the apprenticeship option, skill development opportunities have emerged as a recruitment and retention tool for an increasing number of firms.

In the past, some employers chose not to register workers as apprentices in a trade for a number of reasons. Some of these include: work is done on a piecework or contract basis so commitment on the part of employer and employee was not great; owners feared that registration of workers would bring government interference to the workplace or would impose fixed wage rates; some businesses equated apprenticeship with labour organizations; some managers feared that providing their workers with an industry-recognized certification would lead to an exodus of their best workers; some owners did not want to assign productive trades workers to mentor apprentices (or felt the firm could not meet the prescribed apprentice / journeyperson ratio); and in some cases, the disruption of work because of an apprentice attending technical training was seen as unacceptable.

The demographics of Saskatchewan are increasingly a cause for concern among employers of skilled trades workers. While both the absolute numbers of older workers and their share of the workforce continues to grow, it is also true that in the near future, there will be a shortage of skilled workers to fill available jobs¹. For several years, Saskatchewan has touted its growing and relatively young Aboriginal population as

¹ "A Perfect Storm" Urban Futures Institute 2006

providing a ready replacement for retiring workers. However, while recruitment among this demographic has been fruitful, retention of Aboriginal workers in the trades has not met expectations. Other designated groups have shown similar trends. These marginalized workers will require additional effort by industry, educators and government agencies to prepare them to work and succeed in trades careers and to ensure that the workplace embraces them.

The same demographic profile that will deplete the pool of qualified tradespeople will also have an impact on the Commission's workforce. Despite increased engagement of older workers, it remains true that retirement from the public service occurs at about 57 years of age². In the specific case of the Commission, approximately 2/3 of the complement of permanent staff is eligible to retire within the next 5 years³. The concern about retention of older workers is matched by concern about attracting and retaining young people for entry level jobs. Candidates and incumbents from Generations "X" and "Y" do not greatly value the longevity of employment typically attendant on a public service job⁴. Exacerbating this indifference is the fact that a booming economy provides many job choices and security is less of a factor. This results in a high level of turnover and the need to invest resources in recruiting and training new workers for critical front end jobs.

In a learning organization such as the Commission, employee development and lifelong learning are key factors in providing exemplary service to our clients. In the new economy where outstanding service and rapid decision-making are the keys to relevance, there is a need to ensure that standards are maintained. The Commission is focused on maintaining high levels of personal service to clients, particularly in the areas of assessment of trade experience, program development, one-on-one counseling of apprentices and tradespersons and registration of apprentices for technical training. As the number of registered apprentices grows, difficulties are being encountered in filling vacant positions. Choices will need to be made between reducing the level of service, re-allocating existing resources to shore up key functions or adapting and implementing technologies and strategies to change how the work is done. In any of these scenarios, the Commission will encounter impediments - human, financial or technical. Clear direction from the senior management team will be required to overcome these impediments.

As the demand for flexible and distributed apprenticeship technical training grows, the Commission will need to devote a greater share of resources to development and delivery of innovative programming. The Commission relationship with SIAST, the regional colleges and other training providers and the commitment of industry to support distributed training will be critical factors in making this "New Training Model"⁵ work to the benefit of current and potential clients.

² *ibid*

³ "SATCC Retirement Projections" presentation by C. Hallett to Senior Management Team: 2007 December 20

⁴ Dr. Linda Duxbury, Presentation to Employer Forum, Regina SK 2008 February 08

⁵ "Final Report of the 2005 Training System Review Panel", 2005 November

Province-wide implementation of the Saskatchewan Youth Apprenticeship (SYA) Program has resulted in increased workload for all Commission staff, not just for the SYA Liaisons. Queries from interested students and requests for references by employers will continue to increase and the Commission must prepare to respond to these queries. Building partnerships with various industry groups and training providers will be critical to success in transitioning candidates from high school to the apprenticeship program. The Commission plans to assess other youth apprenticeship models across the country and see if Saskatchewan could use their experiences to enhance the SYA Program.

In the autumn of 2006, the predecessor of the Ministry of Advanced Education, Employment and Labour (AEEL) commissioned a study on the extent to which public sector firms provide apprenticeship opportunities. The study was released in the winter of 2007 and demonstrated that few public sector organizations [with the notable exception of SaskPower] participated in the apprenticeship program at a level commensurate with capacity. This has resulted in an inequitable situation in which private sector firms (primarily small and medium enterprises) do the majority of training of apprentices. The Commission has participated in a campaign to convince public sector employers of the added value and positive outcomes of hiring and training apprentices. Subsequently, staff will work with these employers to implement practices that will result in their longer-term commitment to apprenticeship and trades certification.

In 2007-08, the Commission undertook a study of the outcomes of the first 5 years of the Aboriginal Apprenticeship Initiatives. Once the results of that study have been evaluated, the Commission may need to implement some new approaches in that program. The Commission has drafted a new policy that more closely ties the acceptance of AAI proposals to economic prospects in a community or region. That policy is currently under review by stakeholders.

In 2007-08, the Commission, participated with industry, education and government, in the establishment of the Trades and Skills Centres in Regina and Saskatoon. Graduates from short-term, hands-on programs at these centres are expected to fill a market niche with the prospect of a career in an apprenticeship trade in the longer term.

In the autumn of 2007, the Commission released a study on barriers to recruitment and retention of female workers in male-dominated trades. Several key actions were identified to increase the proportion of women working in those trades and, with the support of the Board, this report will be shared with a wider audience.

The Commission received support from the predecessor of the Ministry of Advanced Education, Employment and Labour to implement a pilot project in the use of gap analysis, identifying which competencies have been mastered by a worker in comparison to a prescribed standard on the job. The Commission has prepared a tool kit and trained selected Field Consultants in the use of it. Workload has prevented the Commission from bringing the model into the workplace but feel it is the next logical step in strengthening on-the-job training for apprentices.

A project initiated by the Saskatchewan Immigrant Nominee Program (SINP) saw the development of a “process map” to help foreign tradespersons considering immigration to Canada determine how best to integrate their skills with Canadian standards. Malatest

and Associates worked with Commission staff to design the process map. It is being revised to more closely reflect actual practice in the four compulsory trades. In a related task, Commission staff are revising and documenting the process of assessing foreign work experience to help expedite the process at the Commission. At the same time, it must be kept in mind that every application from an offshore tradesperson is unique and should be handled with sensitivity, fairness and dispatch.

The Commission was fortunate in 2007 to have access to both the Post-Secondary Graduate survey results and to its own Performance Measures survey completed under contract by Inshtrix Research of Saskatoon. This research permitted the Commission to establish a baseline for some measures and to obtain a snapshot of its performance in the past fiscal year. Future efforts will include tying this performance plan to the individual efforts of Commission managers and eventually to those of their direct reports.

1.3 ALIGNMENT WITH STRATEGIC PLAN

The logic model developed by the Commission over the past three years has identified three key outcomes towards which all work is directed. In addition, the Commission needs to ensure the governance model provides strong leadership and that systems create conditions for maximum efficiency. Therefore in addition to the three outcomes, “Corporate Performance” is also listed in the following table as a fourth outcome to be pursued.

<u>Outcome</u>	<u>Strategic Direction/Actions</u>
Employer Training Commitment	<ul style="list-style-type: none"> • Promote apprenticeship as a labour force and economic development tool to government agencies and Saskatchewan business • Promote the value of training and certification to national standards and the mobility of labour • Promote apprenticeship programs and the hiring of youth apprentices to Saskatchewan employers • Support the crown, municipal and institutional sectors in a renewed commitment to apprentices • Provide employers with tools and supports to better use on-the-job training guides • Provide on-site support in the workplace to support development/maintenance of a robust industry training culture • Provide employers with the supports and tools to measure their performance with respect to engaging and training a diversified workforce • Encourage innovative and collaborative approaches to technical training by employers, unions, regional colleges, SIAST and other training partners • Research methods and resources to deliver mentoring and adult learning models to supervisors

- Engage with networks of employers, unions and community groups to keep apprenticeship on their agenda as a preferred option

Trade Skills Development

- Maintain partnerships with SIAST on the Innovation Task Force
- Initiate opportunities to work with immigrant serving agencies to promote apprenticeship and trade certification
- Support assessment, training and certification of foreign credentialed workers
- Follow up on initiatives to promote hiring apprentices in the public sector
- Review the focus of Aboriginal Apprenticeship Initiatives to ensure that candidates have greater opportunity for successful completion
- Investigate and implement alternatives to block release training
- Build the capacity of selected employers to train workers to gaps identified through RPL
- Develop recommendations on delivering services to an expanding client base
- Maintain Saskatchewan's leadership role in supporting Red Seal initiatives and activities
- Complete all revisions to host Red Seal trades as scheduled

Validation of Trades Careers

- Access and apply research completed by CAF, CCDA and neighbouring provinces
- Partner to promote and market initiatives with national, provincial and territorial agencies
- Collaborate with local associations and non-profit groups (e.g. SHBA, Skills Canada) in sharing resources for promotion of trades careers to youth
- Continue relationships with CORCAN, SCA, SaskWITT, Construction Careers and others who are reaching out to alternative pools of labour
- Increase opportunities for youth to engage in training and attach to employment through the Regina and Saskatoon Trades and Skills Centres
- Examine the impact of the SYA program and compare it with similar initiatives in other jurisdictions

Corporate Performance

- Promote and establish the SATCC as the foremost authority and source of knowledge and advice on all matters related to apprenticeship and trade certification in Saskatchewan
- Engage with Enterprise Saskatchewan and other government agencies to set the economic context for apprenticeship training and trade certification as a tool for labour force development
- Educate Commission staff on issues of population trends and labour market demand and their impact on the skilled trades workforce
- Identify a coherent plan for developing and evaluating management and leadership skills in the Commission
- Develop targets for standards of service for Commission clients (e.g. release time for examination results, turnaround time on trade time assessment, etc)
- Solicit industry input to the Construction Sector Council LMI study and similar forecasting tools
- Contribute to strategies for labour force development to meet trade skills demands due to demographic shifts and economic expansion
- Develop workable policies and procedures for the assessment and recognition of foreign-trained tradespersons
- Implement a plan for a regular review of special initiatives (e.g. AAI projects, SYA program, rural delivery, online training)
- Examine and recommend means to streamline the registration, exam results and trade time assessment processes
- Reinforce corporate commitment to lifelong learning and professional development

1.4 PROGRAM OVERVIEW

1.4.1 Planning Context

The Commission's planning framework is determined by the expectations of industry and government, the economic and labour market context in which industry operates and an assessment of risk. Government expectations are set out by: (i) the budget letter which outlines the Commission's funding allocation from the province; (ii) the integrated accountability framework which the provincial government is implementing; and (iii) the strategic plan of the Ministry of Advanced Education, Employment and Labour. The industry context includes the current and medium-term environment in which the Commission operates, the strategic plan of the Commission as developed biennially and the operation of the actual apprenticeship program in accordance with the direction set by

the Board. An assessment of the major risks facing the Commission completes the planning context.

1.4.2 Operational Priorities

The Commission continues to work on initiatives identified in 2007-2008 Business Plan while setting out the groundwork for some major new initiatives. There are several key initiatives identified for 2008-09, some of which began in previous years. They are:

- Encouraging local industry to integrate Saskatchewan Youth Apprenticeship (SYA) graduates into the workforce
- In cooperation with SIAST and the regional colleges, expanding rural apprenticeship technical training delivery to more regions of the province
- Undertaking a pilot to deliver specialized training through internet delivery
- Implementing Level 2 of the Hairstylist apprenticeship pilot
- Developing a field services work plan for each district based on the industry, demographics and key partners in that district
- Communicating with each new apprentice at least once during the year and use the opportunity to explain the on-the-job training guides and role of mentors
- Providing support to tradespeople who are working toward journeyman status
- Continuing to study and recommend a way to assess and develop Essential Skills in apprenticeship
- Supporting the development of the Regina and Saskatoon Trades and Skills Centres; promoting articulation of short-term programming with designated trades
- Developing and implementing a “process map” for assessment and certification of both out-of-province and foreign tradespersons
- Working with immigrant serving agencies to create a transitional path to employment, training and trade certification for new Canadians
- Developing an implementation plan to increase the recruitment and retention rates of women in traditionally male-dominated trades
- Building a promotional plan using data from the Performance Measurement and Post-Secondary Graduate surveys
- Redeveloping Red Seal Examination Item Banks
- Reviewing processes for examination scheduling, invigilation and assessment
- Exploring a leadership development program, as well as reviewing Commission recruitment and retention processes to reduce turnover and provide developmental opportunities for staff
- Negotiating an Information Technology Support Service Agreement

In addition to the initiatives listed above, the Commission will continue to work on improving client service and ensuring that ongoing operational activities meet client expectations.

1.4.3 Program Plan

The Commission is responsible for all facets of the apprenticeship training and certification plan. It provides a wide range of services to apprentices, tradespersons, employers and journeypersons. The ongoing program and operation initiatives are summarized in the program plan.

In order to deliver effective program services, the Commission enters into partnerships with SIAST and other training delivery organizations, employer associations, trade unions, Aboriginal organizations and other stakeholder groups. The array of services includes, but is not limited to, registration of apprentices and tradespersons, assessment of prior learning and experience, workplace consultations, inspections, tradesperson and apprentice counseling, maintenance of industry occupational standards, promotional activities, examinations and certifications.

The following table is a summary of the results expected from the 2008-09 key initiatives and programming:

Key Results Areas	Goal 2008-09	Projected 2007-08	Goal 2007-08
Registered Apprentices	8500	7900	7000
New Apprentice Registrations	2400	2450	2400
Youth Apprentices Registered	3500	3200	5000*
Apprentices in Training	4700	3800	3450
Upgraders/Updaters in Training	550	800	500
Allowance Claims Processed	4500	3600	3550
Employer consultations	3500	3200	3500
Work Experience Assessments	17000	14300	16,000
Learning Disability Assessments	60	80	50
Written Examinations	1500	1400	1800
Practical Examinations	400	350	370
Journeyperson Certificates	1200	1100	1100
Industry Board/Committee Mtgs.	120	105	120
Trade Shows/Career Fairs	150	150	150
Revenue Generation	\$2,031,800	\$1,818,200	\$1,748,000

* Based on no previous data.

1.4.4 Human Resources

By the end of 2008-09, the Commission will have the full-time equivalent (FTE) of 69.54 positions and a full staff complement would result in salary expenditures of \$3.7 million. The budget incorporates a 15% vacancy rate (based upon 2007-08 experience) netting to the budgeted figure of approximately \$3.2 million for salaries. The human resource priorities include: expansion of the Commission's service delivery capacity administratively resulting in an increase of 4.84 FTEs. In addition, the Commission will continue to strengthen the teamwork environment at the Commission; further develop and implement the staff training/development plan; and promotion of employment equity

as an exemplary employer. Senior Management will be expected to lead the development of a Human Resource Renewal framework to guide the organization through the next five years.

1.4.5 Communications Strategy

The Commission communications strategy will focus on several key initiatives, including promoting skilled trades careers to youth, advancing Aboriginal peoples' participation in apprenticeship, promoting participation of new Canadians in apprenticeship and trade certification, promoting to employers the benefits of hiring apprentices and continuing recognition of outstanding achievement in trade certification through the Apprenticeship Awards Celebration. The Commission will continue its efforts to raise awareness of apprenticeship as an industry training culture, promote training and certification of workers based on industry standards and promote the value of a diverse and representative apprenticeship workforce. The Commission expects that the Saskatchewan Youth Apprenticeship (SYA) Program, as well as the new Regina and Saskatoon Trades and Skills Centres, will showcase apprenticeship and trades to youth and present a great opportunity for the Commission to gain visibility for trades certification.

1.4.6 Facilities and Capital

In 2007-08, the Commission entered into a new long-term lease agreement for the head office building in Regina. Given the long-term commitment to the building, the Commission will undertake a space analysis to achieve optimum utilization of the existing space and provide for a more coherent flow of work. As the new lease agreement places responsibility for operational costs on the Commission, an investment has been made in a major lighting upgrade. The Saskatoon facility exhibits some construction deficiencies and staff continue to experience occasional difficulty with air quality. The lease for the Prince Albert facility expires in August 2008 and a new location is being sought. Other than those located in Regina, Saskatoon, Prince Albert and Estevan, Commission offices are leased from Saskatchewan Property Management (SPM). The cost of facilities leased from SPM will increase by approximately \$1,800 for the year, resulting from additional space acquired in Moose Jaw, which occurred in late fall of 2007. The cost of equipment for new staff, in addition to the continuation of the furniture and equipment replacement strategy, is included in the budget.

1.4.7 Information Technology (IT)

The Commission's IT priorities in 2008-09 include the implementation of an IT support agreement with the Information Technology Office and research into other ways the Commission could use technology to enhance services. The Commission will continue a computer replacement program and meet the IT equipment needs for new staff. Computer equipment and application software is budgeted for replacement as part of the ongoing replacement strategy. Funds have also been identified for possible software development requirements related to the data transfer of provincial examination results to the Interprovincial Computerized Examination Management System (ICEMS).

1.4.8 Financial Plan

The Commission is projecting a deficit for 2008-09 of approximately \$476,000, including depreciation.

The largest Commission expenditure is related to the purchase of apprenticeship technical training, which is budgeted this year at \$14.9 million, representing approximately 4,700 training seats. The March 19, 2008 Budget letter indicates an increase in provincial grant funding of \$650,000 (233 seats) for increased technical training in 2008-09. This amount provides continued funding for the additional seats provided by the \$400,000 mid-year grant received in 2007-08 and part of \$557,000 re-allocation of 2007-08 operating funds to technical training. A letter from Minister Rob Norris, dated June 25, 2008, announced an additional \$3.5 M one-time grant for technical training to address the training needs identified for the 2008-2009 year.

While institutional technical training is a critical component of the apprenticeship program and consumes some 75% of the budget, it is only one of several competing priorities within the work-based training and certification program. The business plan and budget provides for expanded service capacity in the areas of administrative support. Budgeted operating costs for 2008-09 are 14% higher than the 2007-2008 forecast. However, this increase includes \$334,000 in additional expenses for IT support, for which the expenses and funding have flowed through to SATCC from AEEL. When the \$334,000 is deducted from the budgeted expenses, the net increase is 6% over 2007-08. Every effort is being made to devote the needed resources to maintain industry occupational standards and provide adequate field services to apprentices and employers, while meeting the demand for apprenticeship technical training.

CHAPTER 2 – PLANNING CONTEXT

2.1 PLANNING FRAMEWORK – GOVERNMENT

2.1.1 Budget Letter

In the budget letter received from the Minister of Advanced Education, Employment and Labour on March 19, 2008, the Government of Saskatchewan provided an operating grant of \$13,811,000 which is an increase of some \$1,336,000 (11.1%) over the base funding allocation for 2007-08. Of this amount, \$334,000 is being transferred to SATCC from AEEL for Information Technology operating costs. The budget also assumes that the Commission will continue to receive \$160,000 for the administration of the Apprenticeship Training Allowance and a maximum of \$25,000 will be funded by the province for the Centennial Merit Scholarship Program.

Specific government expectations are identified. The Commission is expected to:

- respond to regional and provincial labour market needs to address skill shortages;
- use all available funds to maximize training opportunities;
- increase Aboriginal participation in training;
- cooperate with other training system partners to improve accessibility;
- promote province-wide awareness of trade careers and training opportunities for youth;

- maximizing labour force participation of Saskatchewan people, including increasing the representation of immigrants and traditionally marginalized or under-represented groups;

A second letter from the Minister, dated June 25, 2008, notified the Commission of \$3.5M in one-time additional grant funding to fund the increased demand for apprenticeship technical training in 2008-09.

2.1.2 Accountability Framework

The provincial accountability framework is based on three major components: enhanced strategic planning; performance measurement; and reporting. The Apprenticeship and Trade Certification Commission is subject to the framework. The Provincial Auditor monitors progress on accountability performance and comments on the Commission's performance as part of its audit report. In October 2007, in his comments on the Commission Annual Report, the Provincial Auditor asked that the Commission include interprovincial comparisons for outcomes where feasible.

2.1.3 Post-Secondary Training Partners

The Commission will partner with SIAST and regional colleges for specific projects. Examples of such projects include credit transfers through SaskCAT or managing a post-secondary graduate survey (last completed in 2007).

2.2 PLANNING FRAMEWORK – INDUSTRY

2.2.1 Environmental Scan

The Apprenticeship and Trade Certification Commission is influenced by a number of key national and provincial trends that will have an impact on the environment in which the Commission operates in both the short- and medium-term.

2.2.1.1 Trends in the Labour Market. Similar to the rest of Canada, Saskatchewan faces a declining workforce and an influx of workers from “Generation X” (persons born 1961-1979) and “Generation Y” (persons born 1975-1995). Many demographers have characterized these new workers as having more realistic views of work and less brand loyalty than the workers of the so-called ‘boomer’ generation⁶. At the same time as boomers are retiring, the economies of Western Canada are very buoyant. Both younger workers (ages 15-24) and older workers (age 55+) are increasing their share of the labour market – in the case of older workers this is partly a result of an increase in the absolute size of this cohort⁷. In terms of participation of designated groups, self-declared Aboriginal apprentices represent approximately 15% of registered apprentices as at June 30, 2007, about 1 percentage point higher than their representation in the general workforce of the province). Participation in the labour market for working age Aboriginals has improved in the past year (employment

⁶ Dr. Linda Duxbury, op cit

⁷ Elliott, D. *SaskTrends Monitor*, 2007 December

rates increased from 64% to 66%), but for the First Nations (off-reserve) cohort it remains at about 59%, some 25% less than the non-Aboriginal population⁸. On a more positive note, participation rates for Aboriginals who completed high school jumped to 75%.

Proposed Saskatchewan government initiatives will promote Saskatchewan as a destination of choice for immigrants. This will lead to increased immigration and opportunities for employers to explore another source of skilled trades workers. The Commission must be prepared to engage with immigrant serving agencies to maximize this opportunity.

2.2.1.2 *Competition for Labour.* The year 2007 did not experience an easing of the tight labour market in Saskatchewan. The effect of the boom in the resource sector saw jobs increase at a rate of less than 1%. The greatest growth in trades-related employment was once again the construction sector (+8.3%) followed by manufacturing. *SaskTrends Monitor* predicts that many low-paid jobs will simply not be filled because of the pull from higher-paid industries. Since apprenticeship trades run the spectrum from \$10/hour jobs in the service industry to \$30+/hour jobs in the resource and utility sectors, the Commission may continue to see a decline in the number of apprentices in the service sector while the production and maintenance sectors continue to grow. This trend is already apparent; as in the past five years, the number of apprentices in the former trades sector has fallen 27% while the latter saw a growth of 45% in the number of apprentices. Both the AEEL (formerly AE&E) study of trends from 2006-2010 and the Construction Sector Council report of 2007-2015 predict tight labour markets in most trades over the periods in question. All sectors continue to aggressively promote their industries and career opportunities therein. In Alberta, government, industry, educators and community groups are collaborating on strategies to recruit, train and retain workers in all sectors⁹ and this makes it doubly important that the Commission be involved in similar initiatives in this province.

2.2.1.3 *Changing Work.* As noted in the 2007-2008 business plan, capital investments to improve productivity in Saskatchewan lagged behind most of the rest of the country (the exception being the oil and gas industry). Construction and manufacturing face upward pressure on wages and are likely to invest further in labour-saving technology as time goes on. The Commission has also invested in development of on-line programs for upgrader and updater courses to allow workers to remain productively employed while preparing to challenge an examination or to learn new codes or practices. Given the increased complexity of most trades, it is critical that workers have the essential skills (literacy, numeracy, and communications) that will allow them to be successful¹⁰. Some sort of accessible evaluation and access to remedial programming for apprentices or candidates for examination may be necessary. The Construction Sector Council has also identified the need for new skills in mentoring,

⁸ Elliott, D. personal communication to A. Hackman 2008 February 06

⁹ See <http://www.employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/4089.html>

¹⁰ Construction Sector Council, *Essential Skills Strategy for the Construction Industry*, p.9

supervising and managing trade workforces¹¹. As a consequence of an injection of workers from Generation Y into the workplace, supervisors and lead hands will need to adapt their styles and approaches to the expectations of this new generation of workers.

2.2.1.4 *The increase in the Aboriginal population.* While there is some divergence among the various agencies in their projections of Aboriginal population growth¹², the Aboriginal population is projected to comprise some 18% of the working age population by 2015. Saskatchewan's Aboriginals comprise some 14.9% of the population as of the 2006 census, second only to Manitoba's 15.5%¹³. In the longer term, this growth in population holds promise, but in the period to 2012, when the labour demand will be highest, the pool of Aboriginal trades workers will continue to be in a developmental phase. Off-reserve employment participation rates are expected to continue to increase and suggestions have been made for increasing the Aboriginal component of the workforce on major projects. However, the typical apprenticeship route has not produced the expected numbers of journeypersons. For example, while registrations of Aboriginal apprentices has increased from less than 500 in 2002 to over 1,000 in 2007, completions have only increased to 45 from 29 (note that some Aboriginal candidates received their journeyperson status through the tradesperson route)¹⁴. This statistic renders it unlikely that Aboriginal workers will fill the labour deficit. The Commission is completing research on the outcomes of Aboriginal Apprenticeship Initiatives and continues to support other initiatives such as the SIIT-led Construction Careers or CORCAN programs for low-risk offenders.

2.2.1.5 *The demands on the technical training system.* Over the last four years, the provincial government has committed additional funding for technical training (both apprenticeship and pre-employment). With a 50% increase in registered apprentices from 2002 to 2007, the training providers have been innovative in accommodating the increased demand. There are successful models of rural delivery of apprenticeship technical training and past surveys show these to be the preferred models for both apprentices and their employers. Industry-led and locally-delivered training will increasingly be the best option to cope with increased demand. As mentioned earlier, better use of technology will also alleviate some of the demand for upgrader and updater programming.

¹¹ Construction Sector Council, *Emerging Trends in Management, Supervision and Mentoring in the Construction Industry*

¹² Elliott, D. *SaskTrends Monitor*, 2005 June

¹³ Elliott, D. *SaskTrends Monitor*, 2008 January

¹⁴ SATCC, *Annual Reports*, 2002 to 2007

2.2.2 Commission Strategic Plan

The Saskatchewan Apprenticeship and Trade Certification Commission long-term strategic plan is based on a logic model that was validated by the Board and staff in March 2006. The goals of the strategic plan (stated as intermediate and immediate outcomes) are summarized below:

2.2.2.1 **Employer Training Commitment: *Effective infrastructure for apprenticeship skills development for employers of skilled tradespersons.***

- Current and relevant industry standards for occupations, curricula, training and certification;
- Better supply and demand balance in the apprenticeship trades labour market;
- More workers with skills that are current and relevant to the needs of industry;
- Improved employer commitment to on-the-job skills development.

2.2.2.2 **Trades Skills Development: *Increased trade-specific competencies for apprentices and tradespersons.***

- Increased levels of formalized recognition for meeting industry standards;
- Improved technical competence of apprentices and tradespersons;
- Increased ability by apprentices to apply theoretical knowledge to perform higher level skills in the workplace;
- Increased mobility of labour enabling employers to hire from a national apprenticeship labour force and journeypersons to change employers and/or work locations;
- Increased inclusion of Aboriginal people, women, visible minorities, people with disabilities and Northerners.

2.2.2.3 **Validation of Trades Careers: *Increased recognition by Saskatchewan people of apprenticeship as a legitimate, valuable and rewarding career choice.***

- Increased understanding by potential apprentices about trade opportunities and success requirements;
- Increased understanding by employers and tradespersons about the benefits of trades training and certification;
- Increased awareness by teachers, counselors, administrators, students and parents in the K-12 system that trades are a “first choice” career option.

*See Appendix 3 – Logic Model

The Commission’s planning, evaluation and reporting processes will fall within the expectations of the Ministry of Advanced Education, Employment and Labour’s Sector Strategic Plan and the integrated Accountability Framework.

2.2.3 Accountability to Industry

The creation of the Commission increased the expectations within industry that the system will be more responsive and accountable. Revenue generation both raises the expectations of clients in terms of service and provides revenue to bolster the level of customer service.

Industry, defined to include employers, employees and their representative organizations, already contributes substantially to the training of apprentices and tradespersons on-the-job. The initiative to increase direct and indirect industry investment in training has met expectations, and may be considered as an indication that industry values apprenticeship training and certification. It will continue to be important for the Commission to demonstrate responsiveness, accountability and high quality service.

Trade boards and industry associations are the key industry stakeholder groups in apprenticeship. Apprentices, tradespersons and journeypersons are another important audience. Consulting with and responding to the appropriate needs of these groups, especially when these needs are identified and advanced through a board or organization, is the foundation of accountability to industry.

The accountability measures which are being introduced in response to government direction will support accountability to industry as well. The challenge for the Commission will be to design and implement planning processes, performance measures and reporting mechanisms which are meaningful to industry. Communicating clearly and regularly to industry stakeholders is also key to the success of the Commission.

2.3 RISK ASSESSMENT

The major risk areas which the Commission must address in 2008-09 are:

2.3.1 The Commitment of Employers to Certified Trades Training

From the Commission's perspective, employers who engage apprentices already have demonstrated a commitment to train and certify their workers to national industry standards. There is significant opportunity to engage employers, especially Public Sector employers, who have not historically participated in the apprenticeship program, but have chosen to hire journeypersons from other employers. It would be beneficial for these employers to understand the value of investing in training apprentices rather than hoping that pre-employment training and journeyperson poaching will solve their labour skills shortage.

Several solutions to this problem have been proposed from various quarters. These range from closing the gap in wages paid in order to retain the worker (may be impractical for firms that are marginally profitable or who are in the highly-competitive service sector) to compulsory apprenticeship in all trades (problematic for start-ups in the service industries and for the one or two person shops) to policies that would support the training employer.

The Commission will continue to invest in workplace consultations and other employer / employee engagements to promote apprenticeship and the mobility of labour as the best

option for industry. At the same time, there are reasons to hope that the public and Crown sectors will commit to hiring apprentices in numbers more commensurate with their capacity to do so¹⁵.

2.3.2 Decline in the industry workplace training culture

For many employers, apprenticeship is synonymous with the short periods of technical training that apprentices receive in a formal training institution setting. There is continuous pressure to move more skills development from the field, workshop or plant to the institution while not adding to the current length of training. The majority of training and skills development in apprenticeship trades has occurred and continues to occur on-the-job. As the commitment to on-the-job training declines, employers will have increased expectations of the institutional training system.

The skills and certification of journeypersons is based on the development and maintenance of current industry standards (for occupations, curricula and examinations), combined with good on-the-job training and experience. In order to ensure that the on-the-job training component does not degenerate into a narrow set of employer-specific competencies, the Commission has increased the level of contact with and support for employers and employees in the field. Without continued deployment of resources in this area, the promotional and regulatory compliance components of the Commission's mandate will not be met. This may result in a "free-for-all" with each employer or trade group training for immediate needs that provide the highest short-term returns.

2.3.3 System Trades Training Capacity

The non-university, post-secondary education and training system is at risk of not being able to meet the training needs of Saskatchewan's labour market. Apart from the requirement for increased physical facilities, the ability of training providers to attract, retain and develop instructional staff in an intense labour market is a major concern. When capacity under the current model is exceeded, other formats (extended day, off-site or on-line learning for a part of each level) may need to be considered. A challenge will be to convince industry that training in alternate formats can produce the same successful outcomes as the traditional model. Another risk is that institutions may be restrained by existing structures and collective agreements from offering other models of training, resulting in classes being delayed. The potential backlog would exacerbate the skills shortage over the next few years. Part of the ongoing strategy would be to encourage collaboration and innovation between all parties to deliver training in the most appropriate fashion.

2.3.4 The Level of Provincial Funding

The level of provincial funding to apprenticeship is an ongoing risk based on government's level of understanding of the apprenticeship model and the priority level given to apprenticeship training and certification. The increased recognition of the value of skilled trades careers among youth, the public and public policy makers alike has, at present, significantly reduced the risk to the level of provincial funding. Prior to 1999, the Apprenticeship Board put all its revenue into general revenue. When the Commission was created in 1999, it represented a new public-private sector partnership in which the

¹⁵ McElree, W. *Apprenticeship Employment in the Public Sector: an opportunity that is overdue*, 2008 January

government vested responsibility of the apprenticeship program to the SATCC in exchange for an increased industry financial contribution to the program through fees and revenue generation. The Commission has met prescribed goals for revenue generation. To the extent that the Commission's revenue generating potential is seen by the government as an opportunity to reduce provincial funding to apprenticeship, particularly in comparison to the other institutions in the learning sector, apprenticeship programs and services are put at risk. Apprenticeship stakeholders consistently have maintained that any enhanced revenue generation must be used to enhance the level of service, not to replace provincial funding to apprenticeship.

2.3.5 Funding Support for Apprentices in Technical Training

Unlike other learners, apprentices typically qualify for income support during the weeks they are engaged in technical training each year. This funding is from several sources, but the majority is federal funding through the Employment Insurance (EI) program. Both EI payments and the living-away-from-home allowances have been subject to delays and inconsistent application. This has frustrated apprentices and in some cases led to apprentices turning down or dropping out of technical training. More consistent and timely payments to apprentices from these federal sources would alleviate this problem.

2.3.6 Availability of Alternate Formats

The Saskatchewan Institute of Applied Science and Technology (SIAST) delivers approximately 85% of apprenticeship training. As opportunities for rural and distributed delivery in various formats are proposed, the Commission will need a commitment from both SIAST and regional colleges to work together to manage the development and delivery of training in a cost-effective manner. Innovation can take many forms. As an example, in the hairstylist trade, the Commission has undertaken a pilot project in which a traditional apprenticeship is followed rather than the pre-employment model. As part of any initiative, the Commission will monitor and evaluate the outcomes of these programs. If the Commission does not have the resources or if the partners are otherwise engaged, the Commission may not be able to validate the usefulness of these programs and initiatives.

2.3.7 Attracting, Training and Motivating Staff

As is common in public-sector bodies, the Commission employs a workforce that is highly-skilled and educated, but with an average age significantly higher than similar positions in the private sector. All of the out-of-scope managers are eligible for retirement in the current fiscal year, as are a substantial number of in-scope staff. At the same time, front-line client service staff is characterized by high turnover rates resulting in increased training costs and lost productivity as new people are brought on stream. The challenge will be to present the Commission as an employer of choice that will provide challenging and interesting work in a supportive team atmosphere.

CHAPTER 3 – OPERATIONAL PRIORITIES

3.1 KEY INITIATIVES

All new and ongoing initiatives are important to the Commission in terms of its operations and the allocation of staff and financial resources. The highest priority new initiatives in 2008-09 follow:

3.1.1 Electronic Records Retention and Retrieval Project

In the 2006-07 year, a project was undertaken to acquire the software and hardware to scan and store historical apprenticeship documents. The system was implemented in early 2007. Term staff have been scanning the documents identified as being most at risk (those from 1944-1985) and the project will cease as of June 2008. The 2008-09 budget includes two permanent positions to provide operational implementation in this area in addition to providing supplementary data entry resources required as a result of the growth in the number of apprentices entering the system.

3.1.2 Saskatchewan Youth Apprenticeship Program

In 2006-07, the Commission moved forward on implementation of the Saskatchewan Youth Apprenticeship (SYA) program province-wide. There were two full-time field officers during part of the year but a staff resignation resulted in the load being carried by a single employee for much of the year. While there are over 3000 students registered in the program as of this writing, it is expected the number of participants will stabilize as Grade 12 graduates leave the system in equal numbers to those entering at lower levels.

While the Commission continues to promote trades careers, there are also opportunities to work with partners such as Skills Canada Saskatchewan, the school divisions, Government of Saskatchewan and local industry to more effectively deliver the trades “story” in a cost-effective manner.

3.1.3 Regina and Saskatoon Trades and Skills Centres

The Commission is a partner in establishing and operating trades and skills development facilities in Regina and Saskatoon. This initiative, announced February 22, 2007, provides opportunities to introduce youth and young adults to the careers in skilled trades careers and then make the transition to employment. SATCC is an active participant at the steering, program and communications levels for both centres.

3.1.4 Rural Apprenticeship Technical Training Delivery

In 2006, the Commission invested in the delivery of Level 1 Industrial Mechanic technical training in a partnership with Parkland Regional College. While initially costing the Commission some 60% more than traditional seat purchases at SIAST Kelsey, the program was highly successful in bringing training to those who previously had not been able to attend. Level 2 was offered in 2006-07 and Level 3 in the fall of 2007. Costs have been reduced as the start-up and equipment purchase costs were

absorbed. Industry partners in the region have expressed interest in delivering this program on an ongoing basis while adding an Electrician program with intakes as demand warrants. The Commission is supportive of these programs, not just because they provide apprentices with the option to remain in their home communities, but because they reduce the pressure on the already-stressed SIAST capacity.

As part of the direction from the Ministry of Advanced Education, Employment and Labour, and in keeping with efforts to offer training in response to industry needs, the Commission is considering further partnerships with SIAST and regional colleges for delivery of other trades in locations away from the four major cities. This may involve a commitment by SIAST to offer their mobile training units to the Commission to rotate delivery of trades training throughout various regions of the province.

3.1.5 Skills Canada Saskatchewan Partnership

Following the incorporation of Skills Canada Saskatchewan (SCS) as an entity separate from the Saskatchewan Labour Force Development Board in 2006, the Commission provided space in the Regina head office for one SCS staff. The Commission also supported, financially, with volunteers, and a second office for the Provincial and National Skills Competitions held in Saskatoon in June 2007. The Commission will continue to support SCS, where possible, in the next year and plan to find synergies in delivering a message about skilled trades to schools, unions and industry associations. SCS is an effective partner in reaching a younger cohort of middle year students.

3.1.6 The Literacy Commission and Essential Skills for Trades

The Commission supports the efforts of the newly-established Literacy Commission to bring family and workplace literacy to all corners of the province. The Commission expects industry partners in the rural areas to help deliver the message about the need for literacy skills, which is much more broadly defined than simply the ability to read, write and compute. The Commission will also consider incorporating the Essential Skills workbooks and materials developed by the Construction Sector.

3.1.7 Foreign Credential Recognition

As the sole source of apprenticeship trade certification in the province, the Commission is actively involved in assessing and examining immigrants recruited to work in Saskatchewan. To expedite and streamline the process, the Commission has entered a partnership with SIAST to build the capability of institutions in source countries to provide a preliminary assessment of candidates prior to investing time and effort in completing the process. Commission staff has also contributed to the work of Malatest and Associates in developing a “process map” for foreign workers applying for recognition in any of the four compulsory trades.

3.1.8 Review Examinations for Plain Language

Commission staff has received training in the use and application of plain language in examination item development. A review of existing examinations, started in 2006, will continue in order to redevelop provincial examinations using plain language.

3.1.9 Redevelopment of National Examination Item Banks

Saskatchewan is the host developer for five interprovincial designated trades. Host developers are responsible for the development and renewal of interprovincial occupational analyses and examination item banks. Two of the examination item banks are complete, two are in progress and one will start in 2008-09. Additionally, Saskatchewan continues to contribute to the redevelopment of all relevant interprovincial item banks, and the redevelopment of the Interprovincial Computerized Examination Management System (ICEMS) software system.

3.1.10 Skill Shortages, Ratio and Regulation

A number of trades in Saskatchewan are facing skills shortages. These shortages vary by skilled trade and are impacted by many factors including geographic location (urban or rural locations) and ratio and regulations that exist for individual trades. A number of employers have asked for flexibility with journey person to apprentice ratios, especially in locations where it is difficult to attract new journey person employees. A number of other employers have adequate ratios in place and see no need to increase ratios or change regulations. In 2008, the Commission will complete a review of the pilot project which excludes final level apprentices from ratio calculations.

3.1.11 IT Support Services Agreement

Since 2003, the Commission has assumed responsibility for human resources administration, financial administration and communications. Virtually all services, with the exception of the information technology services, have been assumed by the Commission. An agreement will be negotiated for the continued provision of IT services in 2008-09.

3.1.12 Saskatchewan Labour Market Commission

The Saskatchewan Labour Market Commission (SLMC) was established by the province to provide advice to the Minister on labour market issues and to promote co-operation among business, labour, Aboriginal peoples, the training sector and government to develop labour market strategies, policies and solutions. A representative of the Apprenticeship Commission is appointed to the SLMC. The SLMC is spearheading a project to assess workplace essential skills in six firms.

3.2 ONGOING INITIATIVES

KEY PROGRAM INITIATIVES 2008-09

<i>Initiative</i>	<i>Partners</i>	<i>Expected Outcome</i>
1. Saskatchewan Youth Apprenticeship	Ministry of Education K-12 system Skills Canada Saskatchewan	Improved trades career information for young people Stabilization of Saskatchewan Youth Apprentice numbers as graduates leave the program
2. Aboriginal Apprenticeship Initiatives	SIIT Joint Training Committee Career Construction Projects – Regina, Saskatoon & Prince Albert; GDI, DTI Aboriginal groups and associations Training Institutions	Increased number of Aboriginal apprentices Increased number of completers
3. Rural Apprenticeship Technical Training Delivery Pilot Projects	Employers, SIAST, regional colleges, other training deliverers	Reduced negative impacts on employers and workers Increased number of completers
4. Construction Sector Labour Market Information Project	Construction sector council, industry, industry associations, labour organizations, government departments	More reliable information to forecast the supply and demand for labour in the construction sector
5. Métis human resource strategy	Gabriel Dumont Institute Dumont Technical Institute	Increased numbers of Métis apprentices
6. Skills Shortages, Ratios and Regulations	Trade Boards, Industry, Ministry of Advanced Education, Employment and Labour	Revised regulatory framework to expedite development of skilled workforce
7. Northern Apprenticeship Joint Training Committee	Northern Labour Market Committee and Ministry of Education	Increased numbers of northern apprentices
8. Designation of new trades.	Various employers, employees and their organizations	Continue working with the industry steering committee on their applications for designation
9. Apprenticeship Awards	Employers, apprentices, trainers	Greater recognition and support for apprenticeship
10. Trades Viability Review	Trade Boards, Industry associations, labour organizations	De-designation of inactive trades and/or adjusted levels of service as required

New project proposals for Aboriginal Apprenticeship Initiatives will be solicited for 2008-09, evaluated and approved to the extent that funding permits. The approved multi-year projects will be monitored and evaluated for ongoing funding. In the next stage of implementation, the Commission will place added emphasis on innovative projects and projects which support training in a wider variety of apprenticeship trades.

KEY OPERATIONS INITIATIVES 2008-09

Initiative	Partners	Expected Outcomes
1. Electronic records retention and retrieval	Internal	Secure and accessible records
2. IT Support Services Agreement	Information Technology Office, Ministry of Advanced Education, Employment and Labour	Effective IT support for the Commission
3. One Client Service Program and Data Sharing Protocol	Ministry of Advanced Education, Employment and Labour, SIAST, regional colleges	Improve program management and information, including data sharing and efficiency among post-secondary partners
4. Interprovincial Computerized Examination Management System (ICEMS)	HRSDC Red Seal Secretariat, Provinces, Territories	Enhancements to ICEMS 1.0 Begin development of ICEMS 2.0
5. Saskatchewan Computerized Examination Management System (SEMS)	Internal	Upgrade software and conduct further pilot on non-interprovincial computerized examination delivery
6. Redevelopment of NOA's and Examination Item Banks	HRSDC Red Seal Secretariat, Provinces, Territories	National occupational analyses and exams reflecting current industry standards
7. Essential Skills Profiles	Internal	Continued integration of essential skills profiles into assessments
8. Provide information on apprentice examination results to technical trainer	SIAST	Provide summated feedback to technical trainer providers on apprentices' results on certification examinations
9. Apply plain language to examinations	Trade Boards, CEDB's	Improved validity of examinations as tests of trades knowledge
10. Apprenticeship Promotion	Various partners	Increased awareness of the trades as good career opportunities Increased awareness of the value of an apprentice to an employer's business
11. Recognizing prior learning (RPL)	SIAST Construction Sector Council	Better assessment and recognition for learners More coherent application of on-the-job training guides Clear process for foreign credential recognition
12. Sector Strategic Plan	Ministry of Advanced Education, Employment and Labour, SIAST, Universities, Colleges, Can-Sask Centres	Improved co-ordination, planning and performance within the Learning sector
13. Trades Human Resource Plans	Industry	Develop plans for newly designated trades and renew 20% of initial trade human resource plans.

Initiative	Partners	Expected Outcomes
14. Development and Evaluation of Commission Service Standards	Internal	Compiling / analyzing performance measures, development of a response to the results
15. Credit Transfer	Ministry of Advanced Education, Employment and Labour, Campus Saskatchewan, SaskCAT Saskatchewan post-secondary institutions	Implement strategies that will increase the number of courses and programs recognized for transfer credits
16. Saskatchewan Labour Market Needs Assessment	SIAST, regional colleges. Construction Sector Council	Increased information for training needs planning
17. Educational Entry Requirements and Training	SIAST	Apply TOWES to additional programs on a pilot basis
18. Freedom of Information and Protection of Privacy	Access & Privacy Branch, Saskatchewan Justice Office of the Information & Privacy Commissioner	Staff completes online awareness module

CHAPTER 4 – PROGRAM PLAN

4.1 CLIENT SERVICES

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) administers all facets of the apprenticeship training system in Saskatchewan, including contracting for the delivery of apprenticeship technical training. Employers play an important role in the training of apprentices by providing workplace experiences in a broad spectrum of tasks within the skilled trades. Technical training is delivered by the Saskatchewan Institute of Applied Science and Technology (SIAST) and other trainers through contracts with the SATCC.

The main focus of the Commission is the training and certification of trades people who work in the 50 designated trades in Saskatchewan. Certification provides work opportunities, mobility within the province and across the country, and signifies that an individual has met a specified standard of excellence established by industry.

A significant number of Saskatchewan workers choose to challenge certification exams without first taking training. Workplace experience is assessed and verified for tradespersons applying for journeyman and other examinations and for apprentices throughout their apprenticeship. Workplace experience, coupled with the successful completion of a written examination and, in some trades a practical examination, result in the issuance of a journeyman certificate. Most certificates bear the Interprovincial Standards Red Seal endorsement. Saskatchewan has the fourth largest number of apprentices in Canada and issues the fourth highest number of Journeyman Certificates with Red Seal endorsements.

Technical training and testing materials are continually revised to address changing workplace practices. The Commission facilitates regular meetings with trades experts through trade boards and curriculum and examination development boards to ensure the program remains current. Interaction with other provinces/territories at meetings and conferences ensures national industry standards are addressed and Red Seal products, such as examinations and occupational analyses, reflect industry standards. A full range of materials are developed for new trades as they are designated and implemented.

The Commission promotes apprenticeship training and certification through work-site consultations, group presentations, high school talks, exhibits at trade shows and career days. In addition, information is placed in newspapers and on radio and television. Printed materials such as pamphlets and posters are distributed province wide. A toll-free telephone number is available throughout the province and information can be obtained from the SATCC website.

New apprentice applications are received, reviewed and registered on an ongoing basis. Details of work experience and technical training are maintained on each apprentice throughout the two to four year apprenticeships. Permanent database records are maintained on apprentices and tradespersons who have attended courses, taken examinations and been issued certificates in Saskatchewan – over 90,000 are on file.

Apprentices are employed at workplaces where 80% of their training takes place. Employers have access to On-The-Job Training Guides developed by the Commission that give an overview of the expectations for workplace training. Through the workplace contact, Apprenticeship consultants provide guidance and information on workplace training and on trade regulation.

The program development section works with industry boards and others to identify and develop training curricula, journey person examinations, entrance testing and placement, and a wide variety of trade specific program and promotional materials. It is involved in providing content for pamphlets and informational materials through interaction with the industry boards. Program developers develop the full range of materials for existing and newly designated trades, update the SATCC website, and facilitate Trade Board and Curriculum and Examination Development Board meetings. This section works to ensure that Interprovincial standards and examinations are compatible with Saskatchewan's needs.

The Commission develops an annual Training Needs Assessment and subsequently, an Annual Training Plan for the delivery of technical training courses. Apprentices are scheduled into courses based on their level of technical training and experience at the workplace. Training Coordinators invite about 6000 apprentices into courses annually, including a number of apprentices who decline the opportunity to attend. The workplace experience of each apprentice is reviewed by the assessment officer at least twice annually. Apprentices may receive a "living away from home" allowance while attending in-class technical training if they are required to maintain two residences. SATCC registers, processes, and pays these allowances. Allowance administration and income tax receipt generation are labour intensive activities that represent a significant use of Commission resources.

4.2 PROGRAM ACTIVITY

Service

	2008-09 Goal	2007-08 (projected)	Baseline*
<p><i>Total Apprentices Registered</i> The Commission maintains the records of all individuals who register an apprenticeship contract. This service involves initial processing of the application, periodic counseling of the apprentice, assessing education and work experience, collecting fees, and other related services.</p>	8500	7900	6043
<p><i>New Apprentices Registered</i> Applications are continually registered as employers hire new employees. Numbers depend on the economic conditions in the province and employers' willingness to invest in certified on-the-job training.</p>	2400	2450	2083
<p><i>Apprentices In Technical Training</i> Apprentices are scheduled into courses based on work experience, notified of the course, counseled, registered in the course, and paid allowances. Transcripts are assessed and year cards are issued.</p>	4700	3800	3081
<p><i>Upgraders/Updaters In Technical Training</i> Individuals enroll in upgrading training to assist in becoming a certified journeyperson or updating training that addresses new processes or technological changes. Applications for upgrading are approved after the work experience is assessed and a fee collected. Individuals are notified of a course, training provided and examinations administered. Certificates are issued to those who meet established criteria.</p>	550	800	744

Service

	2008-09 Goal	2007-08 (projected)	Baseline*
<i>Allowance Claims Evaluated/Processed</i> Apprentices and upgraders who meet the criteria may receive allowances from the Commission while attending technical training courses. Apprentices are registered when they report for training. Applications for allowances are completed by the apprentices under the guidance of the Apprenticeship Consultant and HRDC's (EI) representative. Applications are assessed, approved and the payment process is established on the computer records for the duration of the training course. Payment cheques are processed weekly.	4500 processed	3600	3173
	1775 approved for Supple- mentary Allowance	1650	1644
<i>Employer/Workplace Consultations</i> Apprenticeship and Trade Certification field staff consult with businesses at the workplace to counsel apprentices/employers, supervising journeypersons, tradespersons, promote the program and enforce regulations. In extreme cases, employers may be prosecuted for violating regulations.	3500	3200	3507
<i>Work Experience Assessments</i> A review of documents submitted regarding work experience as it relates to the definition of the trade, related credits and the application of RPL. The apprenticeship system is based on work experience. Individual apprentices, tradespersons, upgraders and updaters are required to submit signed documentation from employers providing information on their employment in the trade. These documents are reviewed in detail and credits awarded in accordance with regulation and policy.	17000	14300	14172

Service

	2008-09 Goal	2007-08 (projected)	Baseline*
<i>Learning Disabled Apprentice/Tradesperson Assessments</i> The Apprenticeship and Trade certification consultants manage accommodation of apprenticeship system learners identified as learning disabled. Consultants react to client needs by arranging for professional assessment, by contributing to the accommodation approval process and by ensuring that accommodations are provided during technical training and certification testing. These services focus on accommodation, not the lowering of standards.	60	80	71
<i>Examinations Administered</i> Journeyman, proficiency, entrance, level exemption, practical, endorsement, and diagnostic examinations are administered to tradespersons, apprentices and new entrants. Each person is assessed to determine eligibility, and in the case of diagnostic examinations, there is significant follow-up support provided.	1500 written exams	1400	1767
	400 practical exams	350	394
<i>Journeyman Certificates/Proficiency Tickets Issued</i> Those who have been issued a journeyman certificate during the reporting period. Skilled workers who meet the requirements for work experience and have received a passing mark on a written and/or practical examination are issued a wall certificate and a wallet card identifying them as a journeyman. These are recorded and tracked. If a license is a requirement of a trade, the Commission staff inform the licensing body that the certificate has been issued.	1200	1100	1137

Service

	2008-09 Goal	2007-08 (projected)	Baseline*
<i>Saskatchewan Youth Apprenticeship Program</i> The SYA program has been in operation for one and one-half school years creating skilled trades awareness for high school students. Of the approximately 600 high schools in the province, 131 high schools participate. At present, there are over 3011 students enrolled in the program.	3500	3200	2045 06-07 actuals
<i>Industry Board/Committee Meetings</i> The Commission holds regular Commission board meetings and trade board meetings. Meetings for the development of curriculum and examinations and committee meetings are held as required. Board members are appointed, detailed lists are maintained, board packages and notices are mailed, expense claims are processed and minutes from meetings recorded. There are approximately 250 trade board members for the 50 trades, as well as additional members of the curriculum and exam development boards and trade examining boards.	120	105	140
<i>Trade Shows/Career Fairs</i> To promote apprenticeship and trade certification, Commission staff attend provincial trade shows and career fairs and set up displays. Apprenticeship Commission staff speak to high school students, business organizations, equity groups, and at seminars in the promotion of the program. Booths are staffed at major events throughout the province.	150	150	148

**Unless otherwise indicated, the baseline figure represents the average of the past three years for which complete information is available and printed in annual reports.*

CHAPTER 5 – HUMAN RESOURCE PLAN

5.1 OVERVIEW

The planning context for the Commission includes significant industry and government expectations for a more effective apprenticeship system. A key to the Commission's success will be the ability to effectively align its human resources with its strategic goals. Human resource planning is a process undertaken to ensure this alignment occurs.

The key human resource challenges for the Commission are to:

1. reduce the vacancy rate;
2. develop short term replacement and longer-term succession plans;
3. address existing shortfalls in administrative and service delivery capacity;
4. establish and resource a Commission structure to ensure sufficient capability to support program and client service delivery;
5. develop and maintain a healthy and supportive team environment; and
6. maintain a strategic approach to learning and development to ensure alignment to the strategic priorities of the Commission.

The Commission and its employees are subject to the terms and conditions of the Public Service Commission/Saskatchewan Government and General Employees' Union Collective Agreement and *The Public Service Act, 1998*. A comprehensive and integrated approach is required to address the human resource needs of the Commission within the framework of these terms and conditions. In light of recent significant changes in the senior management group and recent changes in government and the Public Service Commission, the Human Resource Strategic Plan review which was planned for 2007-08 will be conducted in 2008-09.

5.2 PRIORITIES

The following are key elements of the Commission's Human Resource goals for 2008-09:

Expand Service Delivery Capacity – emphasis by industry and government on the current and anticipated shortage of trained tradespersons has increased the demand and expectations for the services provided by the Commission. The current challenge includes providing adequate administrative capacity to support the apprenticeship program and improve the level and quality of service to meet the expectations. Services such as workplace consultations to promote apprenticeship participation and provide advice and support to employers and apprentices, registration of new apprentices, evaluation of trade time and foreign credentials have significant human resource implications.

Increased attention on apprenticeship and the skilled trades has resulted in higher demand for field services, which in turn generates more demand for training as well as administrative services. Staffing plans for 2008-09 will address anticipated short and medium term needs.

Shared Services and IT Support – The Commission has attained administrative independence in all areas with the exception of Information Technology (IT) support. The Information Technology Office (ITO) has provided IT services to the Commission since June 2006 as a part of the services provided to the Ministry of Advanced Education, Employment and Labour. An agreement will be negotiated directly between SATCC and ITO for the continued provision of IT services for the 2008-09 year. AEEL will transfer funds to SATCC using historical data from 2006-08 as the basis for the transfer.

The implementation of the Human Resource component of the Multi-Informational Database Applications System (MIDAS) for the provincial government occurred in March 2006. Due to this transition, the Commission has entered into an agreement with the Public Service Commission (formerly Human Resources Branch of Finance) to provide payroll and benefits administrative services. The Commission will continue to manage and co-ordinate these administrative processes.

The Commission is pursuing the most effective manner in which to acquire human resource services to support the increasing need for retention and development of staff as well as human resources renewal.

Team Environment – Teamwork is the ability to work together toward a common vision. The key to ensuring a strong Commission team will be:

- sufficient staff and operating resources to do the work,
- a healthy Union/Management Committee,
- regular staff meetings,
- open and regular communication, and
- input by staff and Board of Directors into the strategic planning process and a common understanding of the strategic direction of the organization.

Learning and Development – Commission employees must be properly prepared both to perform their jobs and to contribute to the strategic objectives of the organization. In 2006-07, the Commission implemented a new approach to encourage participation in staff training and development. The plan and budget is intended to address:

- prioritized core competencies training opportunities for all staff (e.g. client service, change management, technology change, equity awareness)
- continued implementation of an organizational/needs development plan
 - individual training and development plans coordinated with the staff
 - personal well-being (e.g. retirement planning, aging parents)
- workshops related to governance and leadership skills for Board members and senior management.

The budget target for staff training and development is 1.5% of the salary budget or approximately \$49,000 in 2008-09.

As one mechanism for identifying and allocating funds for staff training and development, the Commission will continue to offer and evaluate the Employee Development Program (EDP) that began as a pilot in 2006-07. Its purpose is to provide development opportunities that merge the goals of individuals with the Commission and society, and is largely managed by each work unit. By acknowledging that an individual contributes to a better workplace and a better world by continually reflecting and inquiring and working towards better physical well-being, the expectation is that this program will recognize the need for greater self-direction and for a reduction in barriers to growth.

Representative Work Force – the Commission respects and values diversity in its workforce and continues to promote diversity through its staffing actions where appropriate. A representative proportion of all equity groups has been essentially attained, with the exception of women in non-traditional roles and people with disabilities. As opportunities from retirements and vacancies arise, the Commission will continue to pursue a fully representative workforce. The Commission Board’s Representative Workforce Committee is currently being supported by the Commission’s Director of Corporate Services. The mandate of the committee is to identify initiatives that will encourage and promote proportionate equity representation in the skilled trades workforce of the province.

5.3 STAFFING PLAN

Recruitment and retention will continue to be a priority for the Commission in 2008-09 for the new positions proposed in this year’s budget. In addition, it is anticipated that retirements and staff vacancies resulting from staff pursuing advancement opportunities will continue to be a significant factor in the Human Resource area.

The Commission can employ new staff provided it has sufficient financial resources and adheres to the PS/GE Collective Bargaining Agreement staffing guidelines for in-scope staff. Wherever appropriate, positions will be posted simultaneously according to Section 6.1.10.2 of the Collective Bargaining Agreement to continue progress in the establishment of a representative workforce in the Commission. The following table identifies the proposal for new staff to be addressed in 2008-09.

<u>Functional Areas and Positions</u>	<u>Status</u>	<u>Intentions</u>
Corporate Services		
Filing/scanning/data entry clerk	Permanent staffing 2 full-time positions	To be staffed as soon as possible in 2008-09.
Administrative support for training co-ordinators	Permanent staffing 1 full-time position	To be staffed as soon as possible in 2008-09.
Regional office support	Increase Moose Jaw and Prince Albert from .33 to .5 and add new support for North Battleford at .5	To be implemented July 1/08 for increases and new staff for North Battleford to be staffed as soon as possible in 2008-09.
Program Services		
Trade Time Assessment Assistant	Permanent Staffing 1 full-time position	To be staffed as soon as possible in 2008-09

Completion of the proposed 2008-09 staffing plan will increase the Commission's staff complement from 64.7 Full-Time Equivalent (FTE) positions (June 30, 2008) to 69.54 FTEs by June 30, 2009. The proposed 2008-09 FTE complement includes two permanent full-time regulatory positions (2007-08 Budget), which have not yet been filled.

Two promotional staff identified in the 2007-08 budget have been converted to one additional field staff supervisor and one additional youth apprentice liaison, based on re-evaluation of the resources required in those areas. The proposed permanent positions for 2008-09 will add 4.84 FTEs, bringing the total to 69.54 by June 30, 2009 (includes the two regulatory positions). [**The Chief Executive Officer position is included in this full-time equivalent count, although the position is not included within the public service of Saskatchewan.] The 69.54 total does not include one FTE (Program Development Officer) approved for 2007-08 being used for vacancy management.

The total salary budget for the Commission staff was \$3,544,200 in 2007-08 which included a 4% vacancy rate. The forecast for 2007-08 reflects a total vacancy rate of 18.4%, for a net vacancy rate of 14.4%. The 2008-09 budget for salary of \$ 3,260,500 includes a 4.5% salary increase on October 12, 2008 negotiated in the collective agreement (expires September 30, 2009). The 2008-09 budget also incorporates a 15% vacancy rate. The March 19, 2008 budget letter indicates that collective agreement costs will be funded by the provincial grant.

CHAPTER 6 –COMMUNICATIONS & PROMOTION

6.1 OVERVIEW

The goal of SATCC’s communication plan for 2008-09 is to support the Commission’s strategic plan by positioning apprenticeship training and certification, and work-based training in general, as a major part of the solution to the problem of the shortage of skilled trade persons and limited capacity in the post-secondary training system. As the Saskatchewan economy grows and the population ages, the need for skilled workers in the mining, construction, manufacturing, and agriculture value-added sectors increases. Apprenticeship must play a key role in meeting the skilled workforce training needs of the province. As a system, the challenge is to attract more employers to participate in work-based training and certification, and to encourage more young people, Aboriginal people and women to pursue skilled trades careers. A strong emphasis on communications and promotions will be key to supporting these goals.

The SATCC communications challenge is four-fold:

- Improve awareness of apprenticeship career options to students, teachers, counselors, administrators and parents in the K-12 system;
- Improve awareness of apprenticeship career opportunities to Aboriginal people, women, immigrants and other equity group members;
- Encourage more employers to hire and train apprentices and to participate in apprenticeship training and certification; and
- Increase public recognition of careers in the trades providing rewarding, first-choice opportunities.

6.2 PRIORITIES

Throughout 2008-09, communications and marketing activities will be directed toward the following priorities:

- 6.2.1 promoting skilled trades careers by increasing awareness of the variety of skilled careers apprenticeship and trade certification offer to youth;
- 6.2.2 advancing Aboriginal and immigrant participation by promoting the benefits of the apprenticeship and trade certification program as a work-based training culture to Aboriginal people, immigrants and employers;
- 6.2.3 promoting the benefits of registering and training apprentices to the business community; and,
- 6.2.4 continuing to profile outstanding achievement in trade certification through the annual Apprenticeship Awards event.

6.3 PROGRAM PLAN

While the communications activities planned for the year generally support all of the goals of the Commission’s Strategic Plan, they predominantly support the third goal - increased recognition by Saskatchewan people of apprenticeship as a legitimate, valuable and rewarding career choice. The activities fall into the following main categories:

- 6.3.1 Educating young people about skilled trades and encouraging young people to consider trades as a first-choice career option is critical. The Saskatchewan

Youth Apprenticeship (SYA) Program was launched province-wide in September 2006 and has been well-received by schools, teachers, students and parents. The communications goal in 2008-09 will be to continue to build support for the program through a variety of materials, such as posters, brochures, program passports, displays, high school to apprenticeship information CDs, broadband broadcasting to northern/remote schools, website information, and special feature stories.

- 6.3.2 Rawlco Radio's "Seeds of Success" campaign is a high profile, community venture to increase awareness of Aboriginal success stories, including apprenticeship success stories. The campaign has already won numerous national radio programming awards. Despite its high profile throughout the province, it is very economical advertising because the mandate is to support the community. The Commission became a sponsor in 2006-07 and will continue as a sponsor in 2008-09 with new stories. Being a sponsor not only inspires Aboriginal people through good role models in apprenticeship training, but the ads also promote the Commission, various programming, and work in the skilled trades using a medium that is the most successful in reaching audiences in remote, northern areas.
- 6.3.3 The Saskatchewan Weekly Newspapers Association (SWNA) has a weekly section called "Work Week" that is used to promote careers and jobs to stimulate growth in rural Saskatchewan. Specific criteria must be met in order to be granted approval to participate in this section due to the significantly reduced advertising rates. The SATCC has applied for, and been granted, permission by the SWNA Board to participate. This will be an excellent opportunity for the SATCC to increase awareness of the trades in rural communities at a very favourable rate. The Commission will also be able to submit free editorials.
- 6.3.4 The demand for Aboriginal Apprenticeship Initiatives (AAI) continues to grow each year. Given that 2008-09 will be the seventh year since its inception, it is anticipated that there will be a number of third and fourth level graduates. Promotion of these achievements may be highlighted through news releases and feature stories with relevant publications. AAI will be promoted through print ads, features stories, brochures, presentations and promotional items.
- 6.3.5 The Skills Canada Saskatchewan Competition is dedicated to promoting trades and technology to the province's potential workforce. The Commission will continue to support youth and apprentices participating in Skills Canada Saskatchewan competitions through sponsorship and in-kind assistance.
- 6.3.6 The Commission's annual Apprenticeship Awards celebration continues to be a popular event. It honours outstanding achievement of newly certified journeypersons, and the contributions that employers, trade boards, and technical training teams make to apprentices as they become certified in the trades. Each year, industry presentations have been an important component to demonstrate industry support for the skilled trades. Media attention will be pursued this year to help increase awareness of this important event and to highlight award recipients.

- 6.3.7 The Commission will continue to actively promote the benefits of apprenticeship to youth, Aboriginal people, immigrants and women, as well as the competitive benefits of apprenticeship to business. This will be achieved through print ads, editorials, brochures, posters, promotional items and participation at select career fairs, trade shows and other events. In addition, employer toolkits will be distributed to employers by field staff throughout the province.
- 6.3.8 Good news stories will be pursued to create media opportunities during the year. For example, technology enhanced learning, innovative training, women in non-traditional trades, pilot projects, flexible training delivery and outstanding achievement awards are all themes for key human interest stories that will promote apprenticeship training.

CHAPTER 7 – FACILITIES AND CAPITAL

7.1 OVERVIEW

The Commission head office is located in Regina at 2140 Hamilton Street. The current lease was renegotiated effective July 1, 2007 for 10 years and covers space costs only. All operating and leasehold improvement costs are additional, but have been included in the annual cost figure below. The office in Saskatoon relocated from the Sturdy Stone Building to the Professional Building at 1630 Quebec Avenue in 2006-07. Additional space has been acquired as of March 1, 2008 for the second field manager position. The field office in Prince Albert is currently situated in a strip mall that is leased commercial space. This lease expires July 29, 2008. With the addition of the youth apprentice liaison position in 2006-07 to Prince Albert, the current space is inadequate. The current budget provides for the acquisition of an additional 28 square metres (approximately 300 square feet). This will require relocation, either within the existing structure or to a new location in Prince Albert. The Estevan office is co-located with the Southeast Regional College and Estevan Comprehensive High School. The remaining field offices are located in shared facilities with ministry/agency regional offices. The Moose Jaw offices were relocated in 2007-08 within the same building and additional space was acquired to provide a meeting/examination room.

Included in the 2008-09 budget are increased lease costs expected as a result of lease renewal and expansion for Prince Albert office and 5% increase in operating costs for the Regina location.

		Area (m ²)	Annual Cost	
Regina	2140 Hamilton St.	1,378.00	\$194,400	Est.
Estevan	255 Spruce Drive	12.96	\$2,400	
La Ronge	Mistasinihk Place*	28.91	\$5,100	
Moose Jaw	W.G. Davies Bldg.*	70.00	\$12,800	
North Battleford	Kramer Place*	37.00	\$6,500	
Prince Albert	Bay 17, 243 South Industrial Drive	128.00	\$16,800	Est.
Saskatoon	1630 Quebec Avenue	270.91	\$46,500	
Swift Current	EI Wood*	21.98	\$3,300	
Yorkton	Broadcast Place*	15.00	\$4,100	

* Space leased through Saskatchewan Property Management

7.2 PRIORITIES

7.2.1 Facilities

A review of office space is conducted annually and changes are identified and incorporated into the business plan as appropriate.

It is the intention of the Commission to identify the needs and consult a professional space planner to help develop a plan that will meet the needs of the operation in the Regina office. \$40,000 has been estimated and included in the 2008-09 budget for leasehold improvements which may be required.

7.2.2 Capital

The Commission's inventory of all its capital assets, including those located in the regional offices, is maintained and updated by Commission personnel on an ongoing basis and is confirmed annually.

Furniture purchases identified for the 2008-09 year consist of desks for new positions and replacement of chairs and filing cabinets.

CHAPTER 8 – INFORMATION TECHNOLOGY

8.1 OVERVIEW

Ongoing maintenance of the One Client Service Program (OCSP), formerly called the One Client Service Model (OCSM), and the Integrated Income Support System (IISS), which maintains data for Apprenticeship Training Allowances, continues. Commission program changes and enhancements are identified, requested and tested by Commission staff.

During the 2007-08 fiscal year, the Ministry of Advanced Education, Employment and Labour signed a service agreement with the Information Technology Office (ITO) to provide information technology (IT) services. Until March 31, 2008, services have been funded by AEEL directly, while the Commission has made capital purchases of IT equipment directly. AEEL has compiled information from the 2006-07 and the 2007-08 fiscal years relating to the operating costs paid by AEEL for services provided to the Commission. It is the intent of the Commission to have an agreement negotiated and signed with ITO in early 2008-09. The 2008-09 budget incorporates \$334,000 annual funding from AEEL to cover the costs of continued provision of services from ITO under direct contract with the Commission. It is assumed that the costs will be commensurate with the funding.

The Interprovincial Computerized Examination Management System (ICEMS) has been operational for several years and will be undergoing a full rebuild starting in 2008. It is currently being used to generate new Interprovincial exams in a number of trades. ICEMS requires extensive data maintenance in the five trades that Saskatchewan hosts. The Commission's computerized examination development, marking and analysis software (SCEMS) requires ongoing upgrades and revisions to data and in-house manuals. Work is still ongoing to connect OCSP to ICEMS in order to upload data and statistics.

8.2 PRIORITIES

8.2.1 As part of the initial pilot for the Saskatchewan Youth Apprenticeship program, the participant information was captured using spreadsheet software. ITO has indicated that it will not support packaged database software and has suggested that a business case evaluation be performed. The Commission will consider pursuing this in 2008-09 after negotiation and signing a service agreement.

8.2.2 The current year budget includes \$64,700 for computer hardware (workstation, laptop) purchases for new staff and for replacement. A total of \$22,000 has been budgeted for software upgrades and miscellaneous hardware.

8.2.3 SATCC and SIAST have reached an agreement to pursue electronic transfer of transcripts, which are currently received by mail from SIAST. It is anticipated that turnaround time will be shortened by some 1-2 weeks. Process and cost implications have yet to be determined. Implementation will not occur until SIAST has implemented software upgrades and SATCC has the technology to be able to accept this information. This is not expected to be implemented until the 2009-10 fiscal year.

CHAPTER 9 – FINANCIAL PLAN

9.1 OVERVIEW

The Commission had achieved its goal of generating ten per cent of its revenue from non-government sources since 2004-2005. The revenue generated outside of government grants is once again projected to exceed 10%. The unprecedented growth in the number of apprentices is expected to continue in 2008-2009. At December 31, 2007 there were 7,664 registered apprentices, an increase of 971 (14.5%) over the December 31, 2006 figure of 6,693. There have been no increases in client fees charged since July 1, 2004.

The Commission is one of two eligible recipients of funds which contractors must pay for each hour of labour worked on Saskatchewan Property Management (SPM)-funded projects. The amount of revenue from this initiative has been estimated at \$25,200, based on 2007-08 forecast figures and experience from the first seven months of the 2007-2008 fiscal year. It is the Commission's understanding that this requirement is no longer included in SPM contracts. However, revenue is still anticipated for longer term contracts which have not yet been completed.

The Commission has received provincial grant funding to cover staff collective agreement costs, increased technical training costs resulting from collective agreement costs, as well as funding to provide additional technical training required as a result of heightened participation in apprenticeship training.

The 2007-2008 forecast anticipates that the accumulated surplus will be reduced by \$667,600 and the financial assets (cash) will be drawn down by \$616,800. The operating budget for the 2008-2009 fiscal year will result in an operating deficit of \$476,000 to be funded by the accumulated surplus.

9.2 CRITICAL COST DRIVERS

Critical cost drivers for the Commission include:

- Cost of technical training;
- Cost of resources for service delivery;
- Number of registered apprentices;
- Facilities costs;
- Resources required for new initiatives.

9.3 FINANCIAL PRIORITIES

The ability to provide quality service depends on five factors:

1. Provincial funding;
2. Stability of client fee revenue;
3. Cost-effective service delivery;
4. Maintenance of service delivery capability; and
5. Staffing to meet increased demand for services.

9.3.1 Provincial Funding

The province provided additional funding of \$400,000 in the 1st quarter of 2007-2008 to assist in meeting the demands of additional technical training. The cost of training continues to increase as a result of collective agreement costs and inflation. In addition to these factors, increased demand will be placing additional pressure on resources.

9.3.2 Revenue Generation

The Commission has completed implementation of a comprehensive five year revenue generation plan and had reached the 10% of total revenue target in 2004-2005. Client fee rates have not changed since July 1, 2004. The revenue generation plan funded the increased costs related to administrative independence and enhanced service levels. The forecast 2007-2008 deficit will be funded by the accumulated surplus. However, the issue of revenue generation may have to be reviewed to ensure ongoing sustainability of the apprenticeship structure and funding for new program initiatives.

9.3.3 Cost-Effective Delivery

Apprenticeship is the most cost-effective training system within the learning sector in terms of public sector investment. It costs the public treasury about 1/4 to 1/3 that of pre-employment training or other forms of education and training in which students attend publicly funded training institutions full-time for several years. Apprentices have a very high employment rate (since admission into and progression through the program is based on work experience), thereby ensuring that the investment in training is relevant and targeted to individuals who are working in Saskatchewan and are likely to continue working in the trade. The Commission continues to work towards identifying further measures that might enhance the cost-effectiveness or efficiency of the program, such as the use of technology in technical training delivery and the increased use of RPL (recognition of prior learning) to credit individuals for previous training and work experience. In addition to operating in a cost-effective manner, the Commission should also ensure that programs are efficient and cost-effective for clients and funding support groups.

9.3.4 Advancing Apprenticeship Program Delivery Capability

The positions proposed in this budget will help to meet the increasing demand for client services provided by the Commission. Staffing remains a significant activity in the organization as a result of vacancies and retirements.

9.3.5 Administrative Independence

Since the inception of the Commission as a Crown agency on October 01, 1999, the organization has achieved administrative independence by assuming a number of significant responsibilities related to Financial Services, Human Resources and Communications. From October 01, 1999 until March 31, 2006, the Commission was party to a Shared Services agreement whereby the Financial, Human Resources, Communications and Information Technology services were provided by the predecessors of the Ministry of Advanced Education, Employment and Labour. The

Commission utilizes the provincial database system (OCSP) for learners and the objective of the Commission is to enter into a shared service agreement with the Information Technology Office for the continued provision of information technology related services.

9.4 FINANCIAL PLAN

The 2008-2009 financial plan is based upon the budget letter received on March 19, 2008 and notification on June 25, 2008 of additional grant funding of \$3.5 M, revenue generation and realistic cost estimates. Revenues and expenditures will be closely monitored and adjusted on an ongoing basis to ensure that finances are managed appropriately and to ensure that the Commission will be able to meet its financial and operational commitments while optimizing the services provided to Commission clients.

Based upon the March 19, 2008 Budget letter and the June 25, 2008 notification for provincial grant funding in this business plan, there is an expected budgeted deficit for 2008-2009 of approximately \$476,000 to be funded by accumulated surplus.

9.5 CRITICAL ASSUMPTIONS

- The demand for services by new and existing apprentices will continue to grow at a similar level to the current year.
- The increased costs of technical training and facilities will be included in the operating grant revenue from the provincial government.
- The provincial economy will continue to expand during 2008-2009.
- The incremental costs of provincial government employees collective agreements settled under a provincial government bargaining mandate will be fully funded by the provincial government.

9.6 FEES AND REVENUE GENERATION

The Commission estimates that \$2,031,800 or 10.4 % of the \$ 19,527,800 total revenue will be derived from various sources other than provincial grant revenue. There is no planned change to apprenticeship fees in 2008-09.

9.7 Budget

Apprenticeship and Trade Certification Commission
Projected Statement of Financial Position
Fiscal Year Ended June 30

	June 30/07 <u>Actual</u>	June 30/08 <u>Forecast</u>	June 30/09 <u>Budget</u>
Financial Assets			
Due from General Revenue Fund	\$ 2,115,200	\$ 1,498,400	\$ 1,001,500
Accounts Receivable	88,400	88,400	88,400
Inventory	4,200	4,200	4,200
	<hr/>		
Total Financial Assets	2,207,800	1,591,000	1,094,100
	<hr/>		
Liabilities			
Accounts Payable	555,700	555,700	555,700
Accrued Vacation Leave	164,400	164,400	164,400
Unearned Revenue	13,800	13,800	13,800
	<hr/>		
Total Liabilities	733,900	733,900	733,900
	<hr/>		
Net Financial Assets	1,473,900	857,100	360,200
	<hr/>		
Non-Financial Assets			
Tangible Capital Assets	279,900	229,100	250,000
Inventory of Promotional Supplies	9,100	9,100	9,100
Prepaid Expenses	54,300	54,300	54,300
	<hr/>		
Total Non-Financial Assets	343,300	292,500	313,400
	<hr/>		
Accumulated Surplus	\$ 1,817,200	\$ 1,149,600	\$ 673,600
	<hr/> <hr/>		

**Apprenticeship & Trade Certification Commission
2008-2009 Budget**

		<u>2006-2007</u> <u>Actual</u>	<u>2007-2008</u> <u>Forecast</u>	<u>2008-2009</u> <u>Budget</u>
Note 1	Revenue	\$ 13,807,200	\$ 15,021,800	\$ 19,527,800
	Training Expenditures	9,075,400	11,180,900	14,932,600
	Operating Expenses			
	Salaries	2,984,600	3,035,300	3,260,500
Note 2	Office Exp- Contract Services	660,500	608,300	974,400
Note 3	Advertising, Promotion, Printing	315,600	244,600	278,700
	Meals, Mileage, Accommodation	308,700	394,800	368,100
Note 4	Office Supplies	107,500	59,900	70,800
	Subtotal Operating Expenses	<u>4,376,900</u>	<u>4,342,900</u>	<u>4,952,500</u>
	Surplus(Deficit) before Amortization	<u>354,900</u>	<u>(502,000)</u>	<u>(357,300)</u>
	Forecast/Budgeted Amortization	<u>153,900</u>	<u>165,600</u>	<u>118,700</u>
	Net Surplus (Deficit)	<u>\$ 201,000</u>	<u>\$ (667,600)</u>	<u>\$ (476,000)</u>
	Capital Purchases			
	Building Improvements	12,600	10,000	40,000
	Computer Hardware	69,200	78,400	64,700
	Computer Software	60,500	-	-
	Office Equipment	2,100	-	-
	Office Furniture	53,600	26,400	34,900
		<u>\$ 198,000</u>	<u>\$ 114,800</u>	<u>\$ 139,600</u>
	Summary of Board Expenses (Figures included in 'Meals, Mileage, Honoraria' above)			
	Honorariums	54,400	52,700	51,300
	Specialized Consulting	8,600	5,000	5,100
	Other Travel	4,600	5,800	5,800
	Members Board/Commission Travel	68,700	60,700	60,500
		<u>\$ 136,300</u>	<u>\$ 124,200</u>	<u>\$ 122,700</u>

Note 1 Apprenticeship 'Revenues' are comprised of accounts 280101-280107, 280110, 280111. 2008-09 Grant funding includes \$13,811,000 (Mar. 19/08) and \$3,500,000 (June 25/08).

Note 2 Office Expenses- contract services include space lease, telephone, insurance, photocopy rental postal, courier and freight costs, bank service charges and building improvements expensed.

Note 3 Total includes advertising, promotion, printing costs plus sponsorships and scholarships. (Accounts 530000s, 570000 & 570091)

Note 4 Office supplies include stationery and general office supplies, reference materials and printed forms and computer software and office equipment that has been expensed.

**Apprenticeship and Trade Certification Commission
2008-2009 Budget**

		2006-2007	2007-2008	2008-2009
		<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Revenue:				
280101	Advanced Education, Employment and Labour Grant	\$ 11,622,900	\$ 12,625,000	\$ 16,911,000
	- Fee for STB Admin.	160,000	160,000	160,000
	- Aboriginal Initiatives Grant	400,000	400,000	400,000
280102	ATC Training Grant	7,000	0	0
280102	Centennial Merit Scholarship	15,600	18,600	25,000
280103	Client Fees	1,415,700	1,625,700	1,869,600
280105	Company Contributions	17,500	27,500	25,200
280106	Products & Services	400	100	0
280107	Interest	124,400	115,900	100,000
	Subtotal Revenue	13,763,500	14,972,800	19,490,800
280110	Awards Tickets & Misc.	11,700	17,000	5,000
280111	ICEMS Admin Services Income	32,000	32,000	32,000
	Total Revenue & Cash Receipts	\$ 13,807,200	\$ 15,021,800	\$ 19,527,800
280501	Salaries & Operating Expenditures:			
	Salaries			
513000	Out of Scope Salaries & CEO	468,500	444,100	550,200
513100	In Scope Salaries	2,230,600	2,231,300	3,073,700
	Total Permanent Salaries	2,699,100	2,675,400	3,623,900
514000	Casual/Term Salaries	139,700	203,600	0
514300	Part-Time Salaries	70,600	85,300	131,000
514400	Student Program	14,000	0	0
	Total Non-Permanent Salaries	224,300	288,900	131,000
516000	Overtime	26,100	11,300	12,000
518200	Maternity Allowance	1,300	1,400	0
519200	North Employ Med/Dent Travel Expense	1,000	700	0
519300	Car Allowances	4,800	4,800	4,800
519400	Honorariums	54,600	52,700	51,300
	Vacancy factor at 15%		0	-562,500
	Total Other	87,800	70,900	-494,400
	Total Salaries	3,011,200	3,035,200	3,260,500

Please note: For financial statement purposes, the budgeted items may be included in various expense categories or capitalized. Accruals are not budgeted for.

	2006-2007	2007-2008	2008-2009
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Contractual Services			
520000	400	400	500
521100	7,200	5,000	5,100
521323	1,400	900	600
521350	14,000	8,600	6,000
521360	2,500	300	400
521370	28,500	21,400	22,500
521800	0	300	20,000
521900	65,400	65,000	65,000
522000	243,200	289,800	312,000
522100	1,100	1,300	1,200
522101	300	600	600
522200	9,000	10,700	12,000
522201	5,800	3,600	3,500
522300	400	200	300
522500	2,000	1,300	2,200
524050	200	200	200
525000	69,700	69,900	72,000
525410	59,900	42,300	48,000
525420	6,300	8,100	8,400
525430	8,200	6,000	2,000
527400	0	0	334,000
527700	0	500	0
527800	10,000	6,500	7,900
528000	1,900	10,000	0
528500	0	14,000	5,000
529000	36,500	26,900	27,000
529100	1,100	1,900	900
529600	1,600	1,500	1,500
	Total Contractual Services	576,600	597,200
		597,200	958,800
Advertising, Promotion, Printing			
530000	13,400	8,300	0
530100	12,700	0	13,300
530300	12,600	10,000	35,000
530400	0	0	500
530500	28,800	32,000	60,100
530700	1,500	1,000	0
530800	23,200	25,000	30,700
530900	38,300	40,700	57,400
531000	4,300	2,100	4,700
531100	10,200	0	1,000
531200	1,500	700	0
531800	0	2,000	0
531900	12,800	11,300	2,000
532000	0	0	3,000
	Total Advertising, Promotion, Printing	159,300	207,700
		133,100	207,700

	2006-2007	2007-2008	2008-2009	
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>	
Travel and Business Expenses				
540000	Employees' Meal Costs	38,400	36,300	43,000
540101	Air Travel	0	8,300	7,200
540102	Other(Taxi)	100	100	500
540200	Employees' Mileage Allow	171,600	171,800	136,700
540201	Employees' Intra-City Travel	15,100	11,400	12,500
540300	Employees' Accommodation	47,600	52,800	54,300
541000	Employees' Meal Costs (Out of Prov.)	900	2,900	2,900
541100	Employees' Transportation	3,200	4,900	6,000
541200	Employees' Mileage Allow (Out of Prov.)	700	400	0
541300	Employees' Accommodation (Out of Prov.)	2,500	5,700	4,200
542010	CVA AIRCRAFT		0	0
542000	Other Travel	4,100	5,800	5,800
542020	CVA Vehicle	4,000	2,000	1,000
542500	Members Board/Committees/Commission	68,700	60,700	60,500
542600	Relocation - New Employees	0	4,700	0
543000	Employees' Business Expense	14,500	12,400	12,000
543300	Banquet Cost	0	11,100	17,500
543400	Employee & Board Recognition	1,600	0	4,000
	Total Travel and Business Expenses	373,000	391,300	368,100
Supplies and Services				
550000	Stationery & Office Supplies	22,500	21,800	24,800
550100	Printed Forms	14,000	9,300	16,600
550200	General Reference Materials	27,200	1,300	1,200
550230	Magazines & Newspapers	500	1,200	600
555000	General -(Mechanical/Electronic/Welding Supplies)	32,700	24,000	24,000
555090	Bedding, Linen, Drapes	1,500	0	1,000
556500	Personal Protective Apparel	700	300	600
	Total Supplies and Services	99,100	57,900	68,800
Asset Purchases				
561100	Building Improvements	12,600	0	40,000
564300	Computer Hardware - Capitalized	62,000	78,400	64,700
564500	Computer Software - Capitalized	57,100	0	0
564600	Computer Software - Expensed	1,000	0	20,000
565100	Office Equipment - Capitalized	2,100	0	0
565200	Office Equipment - Expensed	1,100	2,000	2,000
565500	Office Furniture - Capitalized	54,700	26,400	34,900
	Total Asset Purchases	190,600	106,800	161,600
Other				
570000	Gen Transfer	121,400	74,200	33,000
570091	Centennial Merit Scholarships	31,300	37,300	38,000
	Total Other	152,700	111,500	71,000

		2006-2007	2007-2008	2008-2009
		<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
	Bank Charges			
558320	Bank services charges	9,800	11,000	15,600
	Total Bank Charges	<u>9,800</u>	<u>11,000</u>	<u>15,600</u>
	Total Salaries and Operating Expenditures	<u>4,572,300</u>	<u>4,444,000</u>	<u>5,112,100</u>
280510	Training Expenditures			
570016	Various Training	1,145,100	2,022,300	3,130,000
	Aboriginal Initiatives	254,700	400,000	400,000
	SIAST	7,434,800	8,500,000	11,000,000
	Sask Power	133,800	145,600	200,000
	Western Trade	107,000	113,000	202,600
	Total Training Expenditures	<u>9,075,400</u>	<u>11,180,900</u>	<u>14,932,600</u>
	Total Operating and Training Expenditures	<u>\$ 13,647,700</u>	<u>\$ 15,624,900</u>	<u>\$ 20,044,700</u>

Apprenticeship and Trade Certification Commission
Projected Statement of Change in Financial Assets
Fiscal Year Ended June 30

	June 30/07 <u>Actual</u>	June 30/08 <u>Forecast</u>	June 30/09 <u>Budget</u>
Annual Surplus	\$ 201,000	\$ (667,600)	\$ (476,000)
Purchase of Tangible Capital Assets	(198,100)	(114,800)	(139,600)
Amortization of Tangible Capital Assets	153,900	165,600	118,700
Disposal of Tangible Capital Assets	500	0	0
	<u>(43,700)</u>	<u>50,800</u>	<u>(20,900)</u>
Reduction(Acquisition) of Prepaid Expenses	(23,400)	0	0
Use(Acquisition) of Inventory of Promotional Supplies	(2,000)	0	0
	<u>(25,400)</u>	<u>0</u>	<u>0</u>
Increase in Net Financial Assets	131,900	(616,800)	(496,900)
Net Financial Assets, beginning of year	1,342,000	1,473,900	857,100
	<u>1,473,900</u>	<u>857,100</u>	<u>360,200</u>
Net Financial Assets, end of year	\$ 1,473,900	\$ 857,100	\$ 360,200

Apprenticeship & Trade Certification Commission
Statement of Cash Flows Work Sheet
Forecast for Year ended June 30

	<u>Actual</u> <u>2006/2007</u>	<u>Forecast</u> <u>2007/2008</u>	<u>Budget</u> <u>2008/2009</u>
Cash Receipts from General Revenue Fund (GRF)	\$ 12,182,300	\$ 13,203,600	\$ 17,496,000
Cash Receipts from Clients	1,415,100	1,625,700	1,869,600
Interest Received	117,100	115,900	100,000
Industry Contributions	17,500	27,500	25,200
Products and Services	64,000	49,100	37,000
Cash Paid to Employees	(2,984,600)	(3,035,300)	(3,260,500)
Cash Paid to Suppliers	(876,400)	(1,307,600)	(1,692,000)
Cash Paid to Provide Program Services	(9,080,000)	(11,180,900)	(14,932,600)
Cash Flows from Operating Activities	<u>855,000</u>	<u>(502,000)</u>	<u>(357,300)</u>
Purchase of Capital Assets	(198,000)	(114,800)	(139,600)
Increase (Decrease) in Cash	<u>657,000</u>	<u>(616,800)</u>	<u>(496,900)</u>
Due from GRF, Beginning of year	<u>1,458,200</u>	<u>2,115,200</u>	<u>1,498,400</u>
Due from GRF, End of Year	<u>\$ 2,115,200</u>	<u>\$ 1,498,400</u>	<u>\$ 1,001,500</u>

Saskatchewan Apprenticeship and Trade Certification Commission
Budget for Capital Assets - June 30, 2009

Capital Assets	Leasehold Improvements	Office Furniture	Office Equipment	Computer Hardware	Computer Software	Systems Development	Total
Balance June 30/07	\$ 62,900	\$ 139,800	\$ 33,100	\$ 315,700	\$ 76,900	\$ 253,500	\$ 881,900
2007-2008 Forecast	10,000	26,400		78,400			114,800
Forecast Balance for June 30/08	72,900	166,200	33,100	394,100	76,900	253,500	996,700
2008-2009 Budget	40,000	34,900		64,700			139,600
Budget Balance June 30/09	112,900	201,100	33,100	458,800	76,900	253,500	1,136,300
 Accumulated Amortization							
Balance June 30/07	44,000	40,500	26,800	251,700	36,200	202,800	602,000
2007-2008 Forecast Amortization	9,700	16,700	1,900	67,100	19,500	50,700	165,600
Forecast Balance for June 30, 2008	53,700	57,200	28,700	318,800	55,700	253,500	767,600
2008-2009 Budget Amortization	6,800	20,200	1,900	70,800	19,000	0	118,700
Budget Balance June 30, 2009	60,500	77,400	30,600	389,600	74,700	253,500	886,300
 Net Capital Assets at June 30, 2008	 19,200	 109,000	 4,400	 75,300	 21,200	 0	 229,100
Net Capital Assets at June 30, 2009	\$ 52,400	\$ 123,700	\$ 2,500	\$ 69,200	\$ 2,200	\$ 0	\$ 250,000

Appendix 1 - Annual Training Plan*
APPRENTICESHIP TECHNICAL TRAINING SCHEDULE 2008-2009

*The attached copy of the 2008-2009 Technical Training Schedule attached to the 2008-2009 Business Plan reflects the training needs as of June 16, 2008. Please contact the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) for up-to-date technical training information.

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30414	Open	Agricultural Machinery Technician JD Ag	1	SIAST (Kelsey Campus)	Saskatoon	57	02-Sep-2008	21-Nov-2008	12
30427	Open	Agricultural Machinery Technician	1	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30515	Open	Agricultural Machinery Technician	1	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30163	Open	Agricultural Machinery Technician	2	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30519	Open	Agricultural Machinery Technician	2	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30254	Open	Agricultural Machinery Technician JD Ag	2	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30255	Open	Agricultural Machinery Technician JD Ag	3	SIAST (Kelsey Campus)	Saskatoon	59	24-Nov-2008	27-Feb-2009	12
30104	Open	Agricultural Machinery Technician	3	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30256	Open	Agricultural Machinery Technician JD Ag	4	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30105	Open	Agricultural Machinery Technician	4	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30159	Open	Automotive Service Technician	1	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12
30566	Open	Automotive Service Technician ASEP	1	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12
30334	Open	Automotive Service Technician	1	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30085	Open	Automotive Service Technician	2	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30084	Open	Automotive Service Technician ASEP	2	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30564	Open	Automotive Service Technician	2	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30086	Open	Automotive Service Technician	3	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30356	Open	Automotive Service Technician	3	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12

--Session--										
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity	
30164	Open	Automotive Service Technician ASEP	3	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12	
30087	Open	Automotive Service Technician	4	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12	
30266	Open	Automotive Service Technician	4	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12	
30114	Open	Automotive Service Technician	4	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12	
30335	Open	Automotive Service Technician	1	SIAST (Palliser Campus)	Moose Jaw	38	02-Sep-2008	24-Oct-2008	12	
30257	Open	Automotive Service Technician	1	SIAST (Palliser Campus)	Moose Jaw	39	04-May-2009	26-Jun-2009	12	
30232	Open	Automotive Service Technician	2	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12	
30562	Open	Automotive Service Technician	2	SIAST (Palliser Campus)	Moose Jaw	39	05-Jan-2009	27-Feb-2009	12	
30088	Open	Automotive Service Technician	3	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12	
30520	Open	Automotive Service Technician	3	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12	
30123	Open	Automotive Service Technician	4	SIAST (Palliser Campus)	Moose Jaw	39	05-Jan-2009	27-Feb-2009	12	
30563	Open	Automotive Service Technician	4	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12	
30233	Open	Automotive Service Technician ASEP	2	SIAST (Wascana Campus)	Regina	38	02-Sep-2008	24-Oct-2008	12	
30265	Open	Automotive Service Technician ASEP	3	SIAST (Wascana Campus)	Regina	39	05-Jan-2009	27-Feb-2009	12	
30565	Open	Automotive Service Technician ASEP	4	SIAST (Wascana Campus)	Regina	39	04-May-2009	26-Jun-2009	12	
30165	Open	Bricklayer	1	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12	
30166	Open	Bricklayer	2	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12	
30440	Open	Bricklayer	3	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12	

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30258	Open	Cabinetmaker	1	Northern Alberta Institute Of Technology	Edmonton	40	02-Sep-2008	24-Oct-2008	1
30373	Open	Cabinetmaker	1	Northern Alberta Institute Of Technology	Edmonton	40	27-Oct-2008	19-Dec-2008	1
30268	Open	Cabinetmaker	1	Northern Alberta Institute Of Technology	Edmonton	40	04-May-2009	26-Jun-2009	1
30270	Open	Cabinetmaker	2	Northern Alberta Institute Of Technology	Edmonton	40	02-Sep-2008	24-Oct-2008	1
30377	Open	Cabinetmaker	2	Northern Alberta Institute Of Technology	Edmonton	40	04-May-2009	26-Jun-2009	1
30271	Open	Cabinetmaker	3	Northern Alberta Institute Of Technology	Edmonton	40	05-Jan-2009	27-Feb-2009	1
30272	Open	Cabinetmaker	3	Northern Alberta Institute Of Technology	Edmonton	40	02-Mar-2009	24-Apr-2009	1
30273	Open	Cabinetmaker	4	Northern Alberta Institute Of Technology	Edmonton	40	27-Oct-2008	19-Dec-2008	1
30281	Open	Cabinetmaker	4	Northern Alberta Institute Of Technology	Edmonton	40	05-Jan-2009	27-Feb-2009	1
30376	Open	Cabinetmaker	4	Northern Alberta Institute Of Technology	Edmonton	40	02-Mar-2009	24-Apr-2009	1
30274	Open	Cabinetmaker	1	Southern Alberta Institute Of Technology	Calgary	40	02-Sep-2008	24-Oct-2008	1
30378	Open	Cabinetmaker	1	Southern Alberta Institute Of Technology	Calgary	40	05-Jan-2009	27-Feb-2009	1
30275	Open	Cabinetmaker	1	Southern Alberta Institute Of Technology	Calgary	40	04-May-2009	26-Jun-2009	1
30276	Open	Cabinetmaker	2	Southern Alberta Institute Of Technology	Calgary	40	02-Sep-2008	24-Oct-2008	1
30277	Open	Cabinetmaker	2	Southern Alberta Institute Of Technology	Calgary	40	27-Oct-2008	19-Dec-2008	1
30269	Open	Cabinetmaker	2	Southern Alberta Institute Of Technology	Calgary	40	02-Mar-2009	24-Apr-2009	1
30278	Open	Cabinetmaker	3	Southern Alberta Institute Of Technology	Calgary	40	27-Oct-2008	19-Dec-2008	1
30279	Open	Cabinetmaker	3	Southern Alberta Institute Of Technology	Calgary	40	02-Mar-2009	24-Apr-2009	1

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30280	Open	Cabinetmaker	4	Southern Alberta Institute Of Technology	Calgary	40	05-Jan-2009	27-Feb-2009	1
30379	Open	Cabinetmaker	4	Southern Alberta Institute Of Technology	Calgary	40	04-May-2009	26-Jun-2009	1
30552	Open	Carpenter	4	Northlands College	La Ronge	44	12-Jan-2009	13-Mar-2009	12
30496	Open	Carpenter	1	SIAST (Palliser Campus)	Moose Jaw	34	15-Sep-2008	31-Oct-2008	12
30521	Open	Carpenter	1	SIAST (Palliser Campus)	Moose Jaw	34	15-Sep-2008	31-Oct-2008	12
30326	Open	Carpenter	1	SIAST (Palliser Campus)	Moose Jaw	34	03-Nov-2008	19-Dec-2008	12
30336	Open	Carpenter	1	SIAST (Palliser Campus)	Regina	34	03-Nov-2008	19-Dec-2008	12
30363	Open	Carpenter	1	SIAST (Palliser Campus)	Regina	33	09-Mar-2009	24-Apr-2009	12
30403	Open	Carpenter	1	SIAST (Palliser Campus)	Moose Jaw	33	09-Mar-2009	24-Apr-2009	12
30573	Open	Carpenter	1	SIAST (Palliser Campus)	Moose Jaw	34	27-Apr-2009	12-Jun-2009	12
30574	Open	Carpenter	1	SIAST (Palliser Campus)	Moose Jaw	34	27-Apr-2009	12-Jun-2009	12
30416	Open	Carpenter	1	SIAST (Palliser Campus)	Moose Jaw	34	27-Apr-2009	12-Jun-2009	12
30318	Open	Carpenter	2	SIAST (Palliser Campus)	Regina	34	15-Sep-2008	31-Oct-2008	12
30319	Open	Carpenter	2	SIAST (Palliser Campus)	Moose Jaw	34	15-Sep-2008	31-Oct-2008	12
30354	Open	Carpenter	2	SIAST (Palliser Campus)	Moose Jaw	34	03-Nov-2008	19-Dec-2008	12
30364	Open	Carpenter	2	SIAST (Palliser Campus)	Regina	34	05-Jan-2009	20-Feb-2009	12
30415	Open	Carpenter	2	SIAST (Palliser Campus)	Moose Jaw	34	05-Jan-2009	20-Feb-2009	12
30575	Open	Carpenter	2	SIAST (Palliser Campus)	Moose Jaw	33	09-Mar-2009	24-Apr-2009	12

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30576	Open	Carpenter	2	SIAST (Palliser Campus)	Moose Jaw	34	27-Apr-2009	12-Jun-2009	12
30062	Open	Carpenter	3	SIAST (Palliser Campus)	Moose Jaw	34	15-Sep-2008	31-Oct-2008	12
30064	Open	Carpenter	3	SIAST (Palliser Campus)	Moose Jaw	34	03-Nov-2008	19-Dec-2008	12
30317	Open	Carpenter	3	SIAST (Palliser Campus)	Moose Jaw	34	03-Nov-2008	19-Dec-2008	12
30355	Open	Carpenter	3	SIAST (Palliser Campus)	Moose Jaw	34	05-Jan-2009	20-Feb-2009	12
30423	Open	Carpenter	3	SIAST (Palliser Campus)	Moose Jaw	34	05-Jan-2009	20-Feb-2009	12
30577	Open	Carpenter	3	SIAST (Palliser Campus)	Moose Jaw	33	09-Mar-2009	24-Apr-2009	12
30578	Open	Carpenter	3	SIAST (Palliser Campus)	Moose Jaw	33	09-Mar-2009	24-Apr-2009	12
30065	Open	Carpenter	4	SIAST (Palliser Campus)	Moose Jaw	34	15-Sep-2008	31-Oct-2008	12
30522	Open	Carpenter	4	SIAST (Palliser Campus)	Moose Jaw	34	03-Nov-2008	19-Dec-2008	12
30167	Open	Carpenter	4	SIAST (Palliser Campus)	Moose Jaw	34	05-Jan-2009	20-Feb-2009	12
30282	Open	Carpenter	4	SIAST (Palliser Campus)	Moose Jaw	34	05-Jan-2009	20-Feb-2009	12
30451	Open	Carpenter	4	SIAST (Palliser Campus)	Moose Jaw	33	09-Mar-2009	24-Apr-2009	12
30067	Open	Carpenter	UPG	SIAST (Palliser Campus)	Regina	34	03-Nov-2008	19-Dec-2008	12
30160	Open	Carpenter	1	SIAST (Woodland Campus)	Saskatoon	34	15-Sep-2008	31-Oct-2008	12
30370	Open	Carpenter	1	SIAST (Woodland Campus)	Saskatoon	34	15-Sep-2008	31-Oct-2008	12
30495	Open	Carpenter	1	SIAST (Woodland Campus)	Prince Albert	34	15-Sep-2008	31-Oct-2008	12
30523	Open	Carpenter	1	SIAST (Woodland Campus)	Prince Albert	34	03-Nov-2008	19-Dec-2008	12

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30580	Open	Carpenter	1	SIAST (Woodland Campus)	Saskatoon	33	09-Mar-2009	24-Apr-2009	12
30581	Open	Carpenter	1	SIAST (Woodland Campus)	Prince Albert	34	27-Apr-2009	12-Jun-2009	12
30582	Open	Carpenter	1	SIAST (Woodland Campus)	Saskatoon	34	27-Apr-2009	12-Jun-2009	12
30230	Open	Carpenter	2	SIAST (Woodland Campus)	Prince Albert	34	15-Sep-2008	31-Oct-2008	12
30248	Open	Carpenter	2	SIAST (Woodland Campus)	Saskatoon	34	03-Nov-2008	19-Dec-2008	12
30584	Open	Carpenter	2	SIAST (Woodland Campus)	Saskatoon	34	05-Jan-2009	20-Feb-2009	12
30583	Open	Carpenter	2	SIAST (Woodland Campus)	Prince Albert	33	09-Mar-2009	24-Apr-2009	12
30586	Open	Carpenter	2	SIAST (Woodland Campus)	Saskatoon	33	09-Mar-2009	24-Apr-2009	12
30585	Open	Carpenter	2	SIAST (Woodland Campus)	Prince Albert	34	27-Apr-2009	12-Jun-2009	12
30063	Open	Carpenter	3	SIAST (Woodland Campus)	Prince Albert	34	03-Nov-2008	19-Dec-2008	12
30537	Open	Carpenter	3	SIAST (Woodland Campus)	Prince Albert	34	05-Jan-2009	20-Feb-2009	12
30424	Open	Carpenter	3	SIAST (Woodland Campus)	Prince Albert	33	09-Mar-2009	24-Apr-2009	12
30066	Open	Carpenter	4	SIAST (Woodland Campus)	Prince Albert	34	03-Nov-2008	19-Dec-2008	12
30259	Open	Carpenter	4	SIAST (Woodland Campus)	Prince Albert	34	05-Jan-2009	20-Feb-2009	12
30338	Open	Carpenter	4	SIAST (Woodland Campus)	Prince Albert	34	05-Jan-2009	20-Feb-2009	12
30532	Open	Carpenter	4	SIAST (Woodland Campus)	Prince Albert	33	09-Mar-2009	24-Apr-2009	12
30228	Open	Carpenter	UPG	SIAST (Woodland Campus)	Saskatoon	34	05-Jan-2009	20-Feb-2009	12
30200	Open	Concrete Finisher	1	Southern Alberta Institute Of Technology	Calgary	20	05-Jan-2009	30-Jan-2009	1

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30201	Open	Concrete Finisher	2	Southern Alberta Institute Of Technology	Calgary	20	02-Feb-2009	27-Feb-2009	1
30068	Open	Cook Day Release	1	SIAST (Kelsey Campus)	Saskatoon	35	25-Aug-2008	15-Jun-2009	12
30353	Open	Cook Day Release	2	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	16-Jun-2009	12
30070	Open	Cook Day Release	3	SIAST (Kelsey Campus)	Saskatoon	38	03-Sep-2008	10-Jun-2009	12
30069	Open	Cook Day Release	1	SIAST (Palliser Campus)	Regina	38	02-Sep-2008	16-Jun-2009	12
30071	Open	Cook Day Release	2	SIAST (Palliser Campus)	Regina	39	03-Sep-2008	17-Jun-2009	12
30072	Open	Cook Day Release	3	SIAST (Palliser Campus)	Regina	35	08-Sep-2008	22-Jun-2009	12
30657	Open	Cook	UPG	SIAST (Palliser Campus)	Regina	10	04-May-2009	15-May-2009	16
30469	Open	Cook Extended Day	3	SIAST (Woodland Campus)	Prince Albert	40	03-Sep-2008	24-Jun-2009	12
30471	Open	Drywall and Acoustical Mechanic	1	Northern Alberta Institute Of Technology	Calgary	40	15-Sep-2008	07-Nov-2008	1
30207	Open	Drywall and Acoustical Mechanic	1	Northern Alberta Institute Of Technology	Edmonton	40	02-Mar-2009	24-Apr-2009	1
30470	Open	Drywall and Acoustical Mechanic	1	Northern Alberta Institute Of Technology	Edmonton	40	27-Apr-2009	19-Jun-2009	1
30208	Open	Drywall and Acoustical Mechanic	2	Northern Alberta Institute Of Technology	Edmonton	30	10-Nov-2008	19-Dec-2008	1
30209	Open	Drywall and Acoustical Mechanic	3	Northern Alberta Institute Of Technology	Edmonton	40	05-Jan-2009	27-Feb-2009	1
30591	Open	Drywall and Acoustical Mechanic	3	Northern Alberta Institute Of Technology	Calgary	40	02-Mar-2009	24-Apr-2009	1
30073	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	38	02-Sep-2008	24-Oct-2008	12
30076	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	38	02-Sep-2008	24-Oct-2008	12
30077	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30488	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12
30132	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	39	05-Jan-2009	27-Feb-2009	12
30133	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	39	05-Jan-2009	27-Feb-2009	12
30134	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12
30251	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12
30592	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	39	04-May-2009	26-Jun-2009	12
30327	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	39	04-May-2009	26-Jun-2009	12
30473	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	39	04-May-2009	26-Jun-2009	12
30593	Open	Electrician	1	SIAST (Palliser Campus)	Moose Jaw	39	04-May-2009	26-Jun-2009	12
30489	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	38	02-Sep-2008	24-Oct-2008	12
30490	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	38	02-Sep-2008	24-Oct-2008	12
30136	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12
30137	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12
30491	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12
30492	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12
30138	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	39	05-Jan-2009	27-Feb-2009	12
30139	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	39	05-Jan-2009	27-Feb-2009	12
30140	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30328	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12
30168	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12
30142	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12
30594	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	39	04-May-2009	26-Jun-2009	12
30358	Open	Electrician	2	SIAST (Palliser Campus)	Moose Jaw	39	04-May-2009	26-Jun-2009	12
30135	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	43	25-Aug-2008	24-Oct-2008	12
30141	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	43	25-Aug-2008	24-Oct-2008	12
30144	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	44	20-Oct-2008	19-Dec-2008	12
30146	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	44	20-Oct-2008	19-Dec-2008	12
30595	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	44	05-Jan-2009	06-Mar-2009	12
30381	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	44	05-Jan-2009	06-Mar-2009	12
30283	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	44	05-Jan-2009	06-Mar-2009	12
30247	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	44	05-Jan-2009	06-Mar-2009	12
30596	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	43	09-Mar-2009	08-May-2009	12
30597	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	43	09-Mar-2009	08-May-2009	12
30598	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	44	27-Apr-2009	26-Jun-2009	12
30599	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	44	27-Apr-2009	26-Jun-2009	12
30600	Open	Electrician	3	SIAST (Palliser Campus)	Moose Jaw	44	27-Apr-2009	26-Jun-2009	12

--Session--										
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity	
30074	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	38	02-Sep-2008	24-Oct-2008	12	
30474	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	38	02-Sep-2008	24-Oct-2008	12	
30493	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	38	02-Sep-2008	24-Oct-2008	12	
30494	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	38	02-Sep-2008	24-Oct-2008	12	
30145	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12	
30147	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12	
30148	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	39	05-Jan-2009	27-Feb-2009	12	
30149	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	39	05-Jan-2009	27-Feb-2009	12	
30150	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12	
30151	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12	
30152	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	39	04-May-2009	26-Jun-2009	12	
30153	Open	Electrician	4	SIAST (Palliser Campus)	Moose Jaw	39	04-May-2009	26-Jun-2009	12	
30143	Open	Electrician	UPG	SIAST (Palliser Campus)	Moose Jaw	39	04-May-2009	26-Jun-2009	12	
30475	Open	Electrician Extended Day	1	SIAST (Woodland Campus)	Prince Albert	38	02-Sep-2008	24-Oct-2008	12	
30476	Open	Electrician Extended Day	1	SIAST (Woodland Campus)	Prince Albert	38	02-Sep-2008	24-Oct-2008	12	
30507	Open	Electrician Extended Day	1	SIAST (Woodland Campus)	Prince Albert	39	27-Oct-2008	19-Dec-2008	12	
30524	Open	Electrician Extended Day	1	SIAST (Woodland Campus)	Prince Albert	39	27-Oct-2008	19-Dec-2008	12	
30162	Open	Electrician Extended Day	1	SIAST (Woodland Campus)	Prince Albert	39	05-Jan-2009	27-Feb-2009	12	

--Session--											
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity		
30331	Open	Electrician	Extended Day	1	SIAST (Woodland Campus)	Prince Albert	39	05-Jan-2009	27-Feb-2009	12	
30367	Open	Electrician	Extended Day	1	SIAST (Woodland Campus)	Prince Albert	38	09-Mar-2009	01-May-2009	12	
30419	Open	Electrician	Extended Day	1	SIAST (Woodland Campus)	Prince Albert	38	09-Mar-2009	01-May-2009	12	
30601	Open	Electrician	Extended Day	1	SIAST (Woodland Campus)	Prince Albert	39	04-May-2009	26-Jun-2009	12	
30602	Open	Electrician	Extended Day	1	SIAST (Woodland Campus)	Prince Albert	39	04-May-2009	26-Jun-2009	12	
30477	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	38	25-Aug-2008	17-Oct-2008	12	
30508	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	38	02-Sep-2008	24-Oct-2008	12	
30509	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	38	02-Sep-2008	24-Oct-2008	12	
30332	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	39	27-Oct-2008	19-Dec-2008	12	
30357	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	39	27-Oct-2008	19-Dec-2008	12	
30371	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	39	05-Jan-2009	27-Feb-2009	12	
30382	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	39	05-Jan-2009	27-Feb-2009	12	
30603	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	38	09-Mar-2009	01-May-2009	12	
30422	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	38	09-Mar-2009	01-May-2009	12	
30604	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	37	06-Apr-2009	29-May-2009	12	
30605	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	39	04-May-2009	26-Jun-2009	12	
30606	Open	Electrician		2	SIAST (Woodland Campus)	Prince Albert	39	04-May-2009	26-Jun-2009	12	
30075	Open	Electrician		3	SIAST (Woodland Campus)	Prince Albert	43	25-Aug-2008	24-Oct-2008	12	

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30252	Open	Electrician	3	SIAST (Woodland Campus)	Prince Albert	44	20-Oct-2008	19-Dec-2008	12
30284	Open	Electrician	3	SIAST (Woodland Campus)	Prince Albert	44	05-Jan-2009	06-Mar-2009	12
30285	Open	Electrician	3	SIAST (Woodland Campus)	Prince Albert	43	09-Mar-2009	08-May-2009	12
30607	Open	Electrician	3	SIAST (Woodland Campus)	Prince Albert	42	06-Apr-2009	05-Jun-2009	12
30608	Open	Electrician	3	SIAST (Woodland Campus)	Prince Albert	44	27-Apr-2009	26-Jun-2009	12
30263	Open	Electronics Assembler	1	Sed Systems Inc.	Saskatoon	10	29-Sep-2008	10-Oct-2008	8
30306	Open	Electronics Assembler	1	Sed Systems Inc.	Saskatoon	5	15-Dec-2008	19-Dec-2008	8
30307	Open	Electronics Assembler	1	Sed Systems Inc.	Saskatoon	10	09-Mar-2009	20-Mar-2009	8
30308	Open	Electronics Assembler	1	Sed Systems Inc.	Saskatoon	5	04-May-2009	08-May-2009	8
30264	Open	Electronics Assembler	2	Sed Systems Inc.	Saskatoon	5	08-Sep-2008	12-Sep-2008	8
30309	Open	Electronics Assembler	2	Sed Systems Inc.	Saskatoon	5	27-Oct-2008	31-Oct-2008	8
30310	Open	Electronics Assembler	2	Sed Systems Inc.	Saskatoon	5	24-Nov-2008	28-Nov-2008	8
30311	Open	Electronics Assembler	2	Sed Systems Inc.	Saskatoon	5	12-Jan-2009	16-Jan-2009	8
30312	Open	Electronics Assembler	2	Sed Systems Inc.	Saskatoon	5	23-Feb-2009	27-Feb-2009	8
30313	Open	Electronics Assembler	2	Sed Systems Inc.	Saskatoon	5	20-Apr-2009	24-Apr-2009	8
30383	Open	Floorcovering Installer	1	Northern Alberta Institute Of Technology	Edmonton	35	09-Mar-2009	24-Apr-2009	1
30341	Open	Floorcovering Installer	1	Northern Alberta Institute Of Technology	Calgary	35	04-May-2009	19-Jun-2009	1
30478	Open	Floorcovering Installer	2	Northern Alberta Institute Of Technology	Edmonton	30	26-Jan-2009	06-Mar-2009	1

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30384	Open	Glassworker	1	Southern Alberta Institute Of Technology	Edmonton	30	08-Sep-2008	17-Oct-2008	1
30479	Open	Glassworker	1	Southern Alberta Institute Of Technology	Calgary	30	05-Jan-2009	13-Feb-2009	1
30202	Open	Glassworker	1	Southern Alberta Institute Of Technology	Calgary	30	30-Mar-2009	08-May-2009	1
30203	Open	Glassworker	1	Southern Alberta Institute Of Technology	Calgary	30	11-May-2009	19-Jun-2009	1
30204	Open	Glassworker	2	Southern Alberta Institute Of Technology	Calgary	30	08-Sep-2008	17-Oct-2008	1
30205	Open	Glassworker	2	Southern Alberta Institute Of Technology	Calgary	30	27-Oct-2008	05-Dec-2008	1
30385	Open	Glassworker	2	Southern Alberta Institute Of Technology	Calgary	30	17-Feb-2009	27-Mar-2009	1
30609	Open	Glassworker	2	Southern Alberta Institute Of Technology	Edmonton	30	11-May-2009	19-Jun-2009	1
30480	Open	Glassworker	3	Southern Alberta Institute Of Technology	Calgary	30	27-Oct-2008	05-Dec-2008	1
30481	Open	Glassworker	3	Southern Alberta Institute Of Technology	Calgary	30	17-Feb-2009	27-Mar-2009	1
30286	Open	Glassworker	4	Southern Alberta Institute Of Technology	Calgary	30	05-Jan-2009	13-Feb-2009	1
30206	Open	Glassworker	4	Southern Alberta Institute Of Technology	Calgary	30	30-Mar-2009	08-Apr-2009	1
30253	Open	Heavy Duty Equipment Mechanic	1	SIAST (Kelsey Campus)	Saskatoon	38	25-Aug-2008	17-Oct-2008	12
30525	Open	Heavy Duty Equipment Mechanic	1	SIAST (Kelsey Campus)	Saskatoon	38	25-Aug-2008	17-Oct-2008	12
30404	Open	Heavy Duty Equipment Mechanic	1	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30539	Open	Heavy Duty Equipment Mechanic	1	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30343	Open	Heavy Duty Equipment Mechanic	2	SIAST (Kelsey Campus)	Saskatoon	39	20-Oct-2008	12-Dec-2008	12
30610	Open	Heavy Duty Equipment Mechanic	2	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30611	Open	Heavy Duty Equipment Mechanic	2	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30612	Open	Heavy Duty Equipment Mechanic	2	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30078	Open	Heavy Duty Equipment Mechanic	3	SIAST (Kelsey Campus)	Saskatoon	39	20-Oct-2008	12-Dec-2008	12
30079	Open	Heavy Duty Equipment Mechanic	3	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30526	Open	Heavy Duty Equipment Mechanic	3	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30405	Open	Heavy Duty Equipment Mechanic	3	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30080	Open	Heavy Duty Equipment Mechanic	4	SIAST (Kelsey Campus)	Saskatoon	38	25-Aug-2008	17-Oct-2008	12
30287	Open	Heavy Duty Equipment Mechanic	4	SIAST (Kelsey Campus)	Saskatoon	39	20-Oct-2008	12-Dec-2008	12
30436	Open	Heavy Duty Equipment Mechanic	4	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30210	Open	Horticulture Technician	1	Olds College	Olds	40	27-Oct-2008	19-Dec-2008	1
30211	Open	Horticulture Technician	1	Olds College	Olds	40	05-Jan-2009	27-Feb-2009	1
30212	Open	Horticulture Technician	2	Olds College	Olds	40	27-Oct-2008	19-Dec-2008	1
30213	Open	Horticulture Technician	2	Olds College	Olds	40	26-Jan-2009	20-Mar-2009	1
30214	Open	Horticulture Technician	3	Olds College	Olds	40	27-Oct-2008	19-Dec-2008	1
30215	Open	Horticulture Technician	3	Olds College	Olds	40	05-Jan-2009	27-Feb-2009	1
30216	Open	Horticulture Technician	4	Olds College	Olds	40	17-Nov-2008	23-Jan-2009	1
30217	Open	Horticulture Technician	4	Olds College	Olds	40	26-Jan-2009	20-Mar-2009	1
30106	Open	Industrial Instrument Mechanic	1	SIAST (Palliser Campus)	Moose Jaw	48	14-Apr-2009	19-Jun-2009	12

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30229	Open	Industrial Instrument Mechanic	2	SIAST (Palliser Campus)	Moose Jaw	48	02-Feb-2009	09-Apr-2009	12
30546	Open	Industrial Instrument Mechanic	2	SIAST (Palliser Campus)	Moose Jaw	48	02-Feb-2009	09-Apr-2009	12
30107	Open	Industrial Instrument Mechanic	3	SIAST (Palliser Campus)	Moose Jaw	49	10-Nov-2008	30-Jan-2009	12
30108	Open	Industrial Instrument Mechanic	4	SIAST (Palliser Campus)	Moose Jaw	48	02-Sep-2008	07-Nov-2008	12
30505	Open	Industrial Mechanic (Millwright)	1	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12
30506	Open	Industrial Mechanic (Millwright)	1	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30322	Open	Industrial Mechanic (Millwright)	1	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30158	Open	Industrial Mechanic (Millwright)	1	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30407	Open	Industrial Mechanic (Millwright)	1	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30131	Open	Industrial Mechanic (Millwright)	1	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30438	Open	Industrial Mechanic (Millwright)	2	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12
30116	Open	Industrial Mechanic (Millwright)	2	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30329	Open	Industrial Mechanic (Millwright)	2	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30437	Open	Industrial Mechanic (Millwright)	2	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30614	Open	Industrial Mechanic (Millwright)	2	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30169	Open	Industrial Mechanic (Millwright)	2	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30081	Open	Industrial Mechanic (Millwright)	3	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12
30117	Open	Industrial Mechanic (Millwright)	3	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30359	Open	Industrial Mechanic (Millwright)	3	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30401	Open	Industrial Mechanic (Millwright)	3	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30615	Open	Industrial Mechanic (Millwright)	3	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30616	Open	Industrial Mechanic (Millwright)	3	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30118	Open	Industrial Mechanic (Millwright)	4	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12
30119	Open	Industrial Mechanic (Millwright)	4	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30120	Open	Industrial Mechanic (Millwright)	4	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30121	Open	Industrial Mechanic (Millwright)	4	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30441	Open	Insulator	2	Heat & Frost Insulator Training Committee	Regina	28	05-Jan-2009	13-Feb-2009	12
30288	Open	Insulator	3	Heat & Frost Insulator Training Committee	Regina	39	27-Oct-2008	19-Dec-2008	12
30113	Open	Ironworker Structural	1	SIAST (Palliser Campus)	Moose Jaw	34	27-Oct-2008	12-Dec-2008	12
30112	Open	Ironworker Structural	2	SIAST (Palliser Campus)	Moose Jaw	39	05-Jan-2009	27-Feb-2009	12
30439	Open	Ironworker Structural	3	SIAST (Palliser Campus)	Moose Jaw	33	09-Mar-2009	24-Apr-2009	12
30386	Open	Locksmith Distance Del	1	Red Deer College	Red Deer	40	02-Sep-2008	30-Jun-2009	1
30218	Open	Locksmith	1	Red Deer College	Red Deer	40	02-Mar-2009	24-Apr-2009	1
30387	Open	Locksmith Distance Del	2	Red Deer College	Red Deer	40	02-Sep-2008	30-Jun-2009	1
30219	Open	Locksmith	2	Red Deer College	Red Deer	40	02-Mar-2009	24-Apr-2009	1
30388	Open	Locksmith Distance Del	3	Red Deer College	Red Deer	40	02-Sep-2008	30-Jun-2009	1

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30220	Open	Locksmith	3	Red Deer College	Red Deer	40	04-May-2009	26-Jun-2009	1
30389	Open	Locksmith Distance Del	4	Red Deer College	Red Deer	40	02-Sep-2008	30-Jun-2009	1
30221	Open	Locksmith	4	Red Deer College	Red Deer	40	04-May-2009	26-Jun-2009	1
30412	Open	Machinist Extended Day	1	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12
30482	Open	Machinist Extended Day	1	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30390	Open	Machinist	2	SIAST (Kelsey Campus)	Saskatoon	39	20-Apr-2009	12-Jun-2009	12
30442	Open	Machinist Extended Day	3	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30244	Open	Machinist	3	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30413	Open	Machinist Extended Day	3	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30082	Open	Machinist	4	SIAST (Kelsey Campus)	Saskatoon	29	29-Sep-2008	07-Nov-2008	12
30083	Open	Machinist	4	SIAST (Kelsey Campus)	Saskatoon	29	10-Nov-2008	19-Dec-2008	12
30545	Open	Machinist	4	SIAST (Kelsey Campus)	Saskatoon	28	09-Mar-2009	17-Apr-2009	12
30298	Open	Motor Vehicle Body Refinisher	1	Northern Alberta Institute Of Technology	Edmonton	20	02-Sep-2008	26-Sep-2008	1
30299	Open	Motor Vehicle Body Refinisher	1	Northern Alberta Institute Of Technology	Edmonton	20	12-Jan-2009	06-Feb-2009	1
30300	Open	Motor Vehicle Body Refinisher	1	Northern Alberta Institute Of Technology	Edmonton	20	30-Mar-2009	24-Apr-2009	1
30301	Open	Motor Vehicle Body Refinisher	2	Northern Alberta Institute Of Technology	Edmonton	30	03-Nov-2008	12-Dec-2008	1
30392	Open	Motor Vehicle Body Refinisher	2	Northern Alberta Institute Of Technology	Edmonton	30	11-May-2009	19-Jun-2009	1
30303	Open	Motor Vehicle Body Refinisher	1	Southern Alberta Institute Of Technology	Calgary	20	06-Oct-2008	31-Oct-2008	1

--Session--

Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30304	Open	Motor Vehicle Body Refinisher	1	Southern Alberta Institute Of Technology	Calgary	20	05-Jan-2009	30-Jan-2009	1
30302	Open	Motor Vehicle Body Refinisher	1	Southern Alberta Institute Of Technology	Calgary	20	01-Jun-2009	26-Jun-2009	1
30305	Open	Motor Vehicle Body Refinisher	2	Southern Alberta Institute Of Technology	Calgary	30	08-Sep-2008	17-Oct-2008	1
30344	Open	Motor Vehicle Body Refinisher	2	Southern Alberta Institute Of Technology	Calgary	30	30-Mar-2009	08-May-2009	1
30060	Open	Motor Vehicle Body Repairer	1	SIAST (Kelsey Campus)	Saskatoon	29	27-Apr-2009	05-Jun-2009	12
30619	Open	Motor Vehicle Body Repairer	2	SIAST (Kelsey Campus)	Saskatoon	29	25-Aug-2008	03-Oct-2008	12
30059	Open	Motor Vehicle Body Repairer	3	SIAST (Kelsey Campus)	Saskatoon	33	06-Oct-2008	21-Nov-2008	8
30445	Open	Motor Vehicle Body Repairer	3	SIAST (Kelsey Campus)	Saskatoon	33	16-Mar-2009	01-May-2009	8
30061	Open	Motor Vehicle Body Repairer	4	SIAST (Kelsey Campus)	Saskatoon	34	12-Jan-2009	27-Feb-2009	8
30620	Open	Motor Vehicle Body Repairer	4	SIAST (Kelsey Campus)	Saskatoon	34	04-May-2009	19-Jun-2009	8
30333	Open	Motor Vehicle Body Repairer	1	SIAST (Wascana Campus)	Regina	28	23-Mar-2009	01-May-2009	12
30345	Open	Motor Vehicle Body Repairer	2	SIAST (Wascana Campus)	Regina	29	04-May-2009	12-Jun-2009	12
30058	Open	Motor Vehicle Body Repairer	3	SIAST (Wascana Campus)	Regina	34	05-Jan-2009	20-Feb-2009	8
30618	Open	Motor Vehicle Body Repairer	3	SIAST (Wascana Campus)	Regina	34	11-May-2009	26-Jun-2009	8
30122	Open	Motor Vehicle Body Repairer	4	SIAST (Wascana Campus)	Regina	34	08-Sep-2008	24-Oct-2008	8
30222	Open	Painter And Decorator	1	Northern Alberta Institute Of Technology	Edmonton	40	02-Mar-2009	24-Apr-2009	1
30223	Open	Painter And Decorator	2	Northern Alberta Institute Of Technology	Edmonton	40	05-Jan-2009	27-Feb-2009	1
30224	Open	Painter And Decorator	3	Northern Alberta Institute Of Technology	Edmonton	40	27-Oct-2008	19-Dec-2008	1

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30225	Open	Painter And Decorator	1	Southern Alberta Institute Of Technology	Calgary	40	27-Oct-2008	19-Dec-2008	1
30226	Open	Painter And Decorator	2	Southern Alberta Institute Of Technology	Calgary	40	02-Mar-2009	24-Apr-2009	1
30227	Open	Painter And Decorator	3	Southern Alberta Institute Of Technology	Calgary	40	05-Jan-2009	27-Feb-2009	1
30262	Open	Partsperson Distance Del	1	SIAST (Kelsey Campus)	Saskatoon	40	02-Jul-2008	31-May-2009	12
30110	Open	Partsperson Distance Del	2	SIAST (Kelsey Campus)	Saskatoon	40	02-Jul-2008	31-May-2009	12
30111	Open	Partsperson Distance Del	3	SIAST (Kelsey Campus)	Saskatoon	30	05-Jan-2009	31-May-2009	12
30091	Open	Plumber	1	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	14
30092	Open	Plumber	1	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	14
30125	Open	Plumber	1	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	14
30550	Open	Plumber	1	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	14
30498	Open	Plumber	1	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	14
30402	Open	Plumber	1	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	14
30408	Open	Plumber	1	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	14
30425	Open	Plumber	1	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	14
30428	Open	Plumber	1	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	14
30245	Open	Plumber	1	SIAST (Kelsey Campus)	Saskatoon	39	27-Apr-2009	19-Jun-2009	14
30447	Open	Plumber	1	SIAST (Kelsey Campus)	Saskatoon	39	27-Apr-2009	19-Jun-2009	14
30093	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	14

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30094	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	14
30126	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	14
30499	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	14
30500	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	14
30510	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	14
30527	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	14
30528	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	14
30289	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	14
30536	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	14
30622	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	39	27-Apr-2009	19-Jun-2009	14
30316	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	39	27-Apr-2009	19-Jun-2009	14
30431	Open	Plumber	2	SIAST (Kelsey Campus)	Saskatoon	39	27-Apr-2009	19-Jun-2009	14
30124	Open	Plumber	3	SIAST (Kelsey Campus)	Saskatoon	33	02-Sep-2008	17-Oct-2008	14
30518	Open	Plumber	3	SIAST (Kelsey Campus)	Saskatoon	33	02-Sep-2008	17-Oct-2008	14
30170	Open	Plumber	3	SIAST (Kelsey Campus)	Saskatoon	34	27-Oct-2008	12-Dec-2008	14
30323	Open	Plumber	3	SIAST (Kelsey Campus)	Saskatoon	34	27-Oct-2008	12-Dec-2008	14
30330	Open	Plumber	3	SIAST (Kelsey Campus)	Saskatoon	34	05-Jan-2009	20-Feb-2009	14
30397	Open	Plumber	3	SIAST (Kelsey Campus)	Saskatoon	34	05-Jan-2009	20-Feb-2009	14

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30434	Open	Plumber	3	SIAST (Kelsey Campus)	Saskatoon	33	09-Mar-2009	24-Apr-2009	14
30435	Open	Plumber	3	SIAST (Kelsey Campus)	Saskatoon	33	09-Mar-2009	24-Apr-2009	14
30623	Open	Plumber	3	SIAST (Kelsey Campus)	Saskatoon	34	04-May-2009	19-Jun-2009	14
30624	Open	Plumber	3	SIAST (Kelsey Campus)	Saskatoon	34	04-May-2009	19-Jun-2009	14
30096	Open	Plumber	4	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	14
30127	Open	Plumber	4	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	14
30501	Open	Plumber	4	SIAST (Kelsey Campus)	Saskatoon	34	05-Jan-2009	20-Feb-2009	14
30231	Open	Plumber	4	SIAST (Kelsey Campus)	Saskatoon	33	09-Mar-2009	24-Apr-2009	14
30374	Open	Plumber	4	SIAST (Kelsey Campus)	Saskatoon	33	09-Mar-2009	24-Apr-2009	14
30448	Open	Plumber	4	SIAST (Kelsey Campus)	Saskatoon	34	04-May-2009	19-Jun-2009	14
30513	Open	Power Lineperson	1	SaskPower Training & Development Centre	Weyburn	13	09-Mar-2009	24-Mar-2009	8
30514	Open	Power Lineperson	1	SaskPower Training & Development Centre	Weyburn	13	30-Mar-2009	16-Apr-2009	8
30183	Open	Power Lineperson	1	SaskPower Training & Development Centre	Weyburn	13	11-May-2009	27-May-2009	8
30234	Open	Power Lineperson	1	SaskPower Training & Development Centre	Weyburn	13	25-May-2009	09-Jun-2009	8
30250	Open	Power Lineperson	1	SaskPower Training & Development Centre	Weyburn	13	08-Jun-2009	23-Jun-2009	8
30351	Open	Power Lineperson	2	SaskPower Training & Development Centre	Weyburn	10	08-Dec-2008	19-Dec-2008	8
30180	Open	Power Lineperson	2	SaskPower Training & Development Centre	Weyburn	10	05-Jan-2009	16-Jan-2009	8

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30181	Open	Power Lineperson	2	SaskPower Training & Development Centre	Weyburn	10	26-Jan-2009	06-Feb-2009	8
30182	Open	Power Lineperson	2	SaskPower Training & Development Centre	Weyburn	10	02-Mar-2009	13-Mar-2009	8
30186	Open	Power Lineperson	2	SaskPower Training & Development Centre	Weyburn	10	16-Mar-2009	27-Mar-2009	8
30350	Open	Power Lineperson	2	SaskPower Training & Development Centre	Weyburn	10	14-Apr-2009	27-Apr-2009	8
30179	Open	Power Lineperson	3	SaskPower Training & Development Centre	Weyburn	12	29-Sep-2008	15-Oct-2008	8
30184	Open	Power Lineperson	3	SaskPower Training & Development Centre	Weyburn	12	20-Oct-2008	04-Nov-2008	8
30290	Open	Power Lineperson	3	SaskPower Training & Development Centre	Weyburn	12	13-Nov-2008	28-Nov-2008	8
30315	Open	Power Lineperson	3	SaskPower Training & Development Centre	Weyburn	12	05-Jan-2009	20-Jan-2009	8
30449	Open	Power Lineperson	3	SaskPower Training & Development Centre	Weyburn	12	26-Jan-2009	10-Feb-2009	8
30176	Open	Power Lineperson	4	SaskPower Training & Development Centre	Weyburn	10	18-Aug-2008	29-Aug-2008	6
30177	Open	Power Lineperson	4	SaskPower Training & Development Centre	Weyburn	10	08-Sep-2008	19-Sep-2008	6
30178	Open	Power Lineperson	4	SaskPower Training & Development Centre	Weyburn	10	15-Sep-2008	26-Sep-2008	6
30185	Open	Power Lineperson	4	SaskPower Training & Development Centre	Weyburn	10	22-Sep-2008	03-Oct-2008	6
30450	Open	Power Lineperson	4	SaskPower Training & Development Centre	Weyburn	10	20-Oct-2008	31-Oct-2008	6
30627	Open	Power Lineperson	4	SaskPower Training & Development Centre	Weyburn	10	17-Nov-2008	28-Nov-2008	6
30628	Open	Power Lineperson	4	SaskPower Training & Development Centre	Weyburn	10	01-Dec-2008	12-Dec-2008	6
30128	Open	Refrigeration Mechanic	1	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30553	Open	Refrigeration Mechanic	2	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30314	Open	Refrigeration Mechanic	2	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30291	Open	Refrigeration Mechanic	3	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12
30561	Open	Refrigeration Mechanic	3	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30095	Open	Refrigeration Mechanic	4	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30171	Open	Roofer Workplace	1	SIAST (Woodland Campus)	Prince Albert	30	02-Sep-2008	26-Jun-2009	12
30172	Open	Roofer Workplace	2	SIAST (Woodland Campus)	Prince Albert	30	02-Sep-2008	26-Jun-2009	12
30173	Open	Roofer Workplace	3	SIAST (Woodland Campus)	Prince Albert	30	02-Sep-2008	26-Jun-2009	12
30365	Open	Scaffolder	All	Sask Carpenter's Joint Training Committee	Regina	15	29-Sep-2008	06-Dec-2008	12
30484	Open	Scaffolder	All	Sask Carpenter's Joint Training Committee	Saskatoon	15	29-Sep-2008	06-Dec-2008	12
30352	Open	Scaffolder	All	Sask Carpenter's Joint Training Committee	Regina	15	30-Sep-2008	04-Dec-2008	12
30366	Open	Scaffolder	All	Sask Carpenter's Joint Training Committee	Saskatoon	15	30-Sep-2008	04-Dec-2008	12
30629	Open	Scaffolder	All	Sask Carpenter's Joint Training Committee	Saskatoon	15	05-Jan-2009	09-Mar-2009	12
30418	Open	Scaffolder	All	Sask Carpenter's Joint Training Committee	Regina	15	05-Jan-2009	14-Mar-2009	12
30630	Open	Scaffolder	All	Sask Carpenter's Joint Training Committee	Saskatoon	15	06-Jan-2009	12-Mar-2009	12
30417	Open	Scaffolder	All	Sask Carpenter's Joint Training Committee	Regina	15	06-Jan-2009	12-Mar-2009	12
30097	Open	Sheet Metal Worker	1	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12

--Session--										
Nbr	Status	Trade		Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30321	Open	Sheet Metal Worker		1	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30529	Open	Sheet Metal Worker	Extended Day	1	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30372	Open	Sheet Metal Worker	Extended Day	1	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30452	Open	Sheet Metal Worker	Extended Day	1	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30129	Open	Sheet Metal Worker		2	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12
30174	Open	Sheet Metal Worker	Extended Day	2	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30130	Open	Sheet Metal Worker		2	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30453	Open	Sheet Metal Worker		2	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30631	Open	Sheet Metal Worker	Extended Day	3	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12
30293	Open	Sheet Metal Worker		3	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30098	Open	Sheet Metal Worker		3	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30292	Open	Sheet Metal Worker		3	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30632	Open	Sheet Metal Worker		4	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30633	Open	Sheet Metal Worker		4	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30187	Open	Sprinkler Systems Installer		1	Red Deer College	Red Deer	35	02-Sep-2008	17-Oct-2008	1
30188	Open	Sprinkler Systems Installer		1	Red Deer College	Red Deer	35	27-Oct-2008	12-Dec-2008	1
30294	Open	Sprinkler Systems Installer		1	Red Deer College	Red Deer	35	12-Jan-2009	27-Feb-2009	1
30375	Open	Sprinkler Systems Installer		1	Red Deer College	Red Deer	35	09-Mar-2009	24-Apr-2009	1

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30454	Open	Sprinkler Systems Installer	1	Red Deer College	Red Deer	35	04-May-2009	19-Jun-2009	1
30189	Open	Sprinkler Systems Installer	2	Red Deer College	Red Deer	35	02-Sep-2008	17-Oct-2008	1
30191	Open	Sprinkler Systems Installer	2	Red Deer College	Red Deer	35	27-Oct-2008	12-Dec-2008	1
30346	Open	Sprinkler Systems Installer	2	Red Deer College	Red Deer	35	12-Jan-2009	27-Feb-2009	1
30455	Open	Sprinkler Systems Installer	2	Red Deer College	Red Deer	35	09-Mar-2009	24-Apr-2009	1
30456	Open	Sprinkler Systems Installer	2	Red Deer College	Red Deer	35	04-May-2009	19-Jun-2009	1
30190	Open	Sprinkler Systems Installer	3	Red Deer College	Red Deer	35	02-Sep-2008	17-Oct-2008	1
30192	Open	Sprinkler Systems Installer	3	Red Deer College	Red Deer	35	27-Oct-2008	12-Dec-2008	1
30368	Open	Sprinkler Systems Installer	3	Red Deer College	Red Deer	35	09-Mar-2009	24-Apr-2009	1
30634	Open	Sprinkler Systems Installer	3	Red Deer College	Red Deer	35	04-May-2009	19-Jun-2009	1
30089	Open	Steamfitter - Pipefitter	1	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	14
30535	Open	Steamfitter - Pipefitter	1	SIAST (Kelsey Campus)	Saskatoon	39	27-Apr-2009	19-Jun-2009	14
30090	Open	Steamfitter - Pipefitter	2	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	14
30457	Open	Steamfitter - Pipefitter	2	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	14
30421	Open	Steamfitter - Pipefitter	3	SIAST (Kelsey Campus)	Saskatoon	34	05-Jan-2009	20-Feb-2009	14
30295	Open	Steamfitter - Pipefitter	3	SIAST (Kelsey Campus)	Saskatoon	33	09-Mar-2009	24-Apr-2009	14
30161	Open	Steel Fabricator	1	SIAST (Kelsey Campus)	Saskatoon	39	20-Oct-2008	12-Dec-2008	12
30156	Open	Steel Fabricator	2	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30487	Open	Steel Fabricator	3	SIAST (Kelsey Campus)	Saskatoon	38	14-Apr-2009	05-Jun-2009	12
30296	Open	Tilesetter	1	Southern Alberta Institute Of Technology	Calgary	40	05-Jan-2009	27-Feb-2009	1
30324	Open	Tilesetter	2	Southern Alberta Institute Of Technology	Calgary	40	02-Mar-2009	24-Apr-2009	1
30530	Open	Truck and Transport Mechanic	1	SIAST (Kelsey Campus)	Saskatoon	39	20-Oct-2008	12-Dec-2008	12
30246	Open	Truck and Transport Mechanic	1	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30362	Open	Truck and Transport Mechanic	1	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30458	Open	Truck and Transport Mechanic	1	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30109	Open	Truck and Transport Mechanic	2	SIAST (Kelsey Campus)	Saskatoon	38	25-Aug-2008	17-Oct-2008	12
30260	Open	Truck and Transport Mechanic	2	SIAST (Kelsey Campus)	Saskatoon	39	20-Oct-2008	12-Dec-2008	12
30361	Open	Truck and Transport Mechanic	2	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30406	Open	Truck and Transport Mechanic	2	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30635	Open	Truck and Transport Mechanic	3	SIAST (Kelsey Campus)	Saskatoon	38	25-Aug-2008	17-Oct-2008	12
30636	Open	Truck and Transport Mechanic	3	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30637	Open	Truck and Transport Mechanic	3	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30297	Open	Truck and Transport Mechanic	4	SIAST (Kelsey Campus)	Saskatoon	38	25-Aug-2008	17-Oct-2008	12
30459	Open	Truck and Transport Mechanic	4	SIAST (Kelsey Campus)	Saskatoon	39	20-Oct-2008	12-Dec-2008	12
30460	Open	Truck and Transport Mechanic	4	SIAST (Kelsey Campus)	Saskatoon	39	04-May-2009	26-Jun-2009	12
30193	Open	Water Well Driller	1	Red Deer College	Red Deer	30	03-Nov-2008	12-Dec-2008	1

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30349	Open	Water Well Driller	2	Red Deer College	Red Deer	30	05-Jan-2009	13-Feb-2009	1
30399	Open	Welder	1	SIAST (Kelsey Campus)	Saskatoon	34	25-Aug-2008	10-Oct-2008	12
30409	Open	Welder Extended Day	1	SIAST (Kelsey Campus)	Saskatoon	34	27-Oct-2008	12-Dec-2008	12
30463	Open	Welder	1	SIAST (Kelsey Campus)	Saskatoon	34	12-Jan-2009	27-Feb-2009	12
30410	Open	Welder Extended Day	1	SIAST (Kelsey Campus)	Saskatoon	34	12-Jan-2009	27-Feb-2009	12
30462	Open	Welder	1	SIAST (Kelsey Campus)	Saskatoon	33	09-Mar-2009	24-Apr-2009	12
30531	Open	Welder	1	SIAST (Kelsey Campus)	Saskatoon	33	29-Jun-2009	15-Aug-2009	12
30640	Open	Welder Extended Day	2	SIAST (Kelsey Campus)	Saskatoon	34	25-Aug-2008	10-Oct-2008	12
30641	Open	Welder Extended Day	2	SIAST (Kelsey Campus)	Saskatoon	34	27-Oct-2008	12-Dec-2008	12
30642	Open	Welder	2	SIAST (Kelsey Campus)	Saskatoon	34	12-Jan-2009	27-Feb-2009	12
30643	Open	Welder Extended Day	2	SIAST (Kelsey Campus)	Saskatoon	34	12-Jan-2009	27-Feb-2009	12
30644	Open	Welder Extended Day	2	SIAST (Kelsey Campus)	Saskatoon	34	27-Apr-2009	12-Jun-2009	12
30645	Open	Welder	2	SIAST (Kelsey Campus)	Saskatoon	33	29-Jun-2009	15-Aug-2009	12
30497	Open	Welder	3	SIAST (Kelsey Campus)	Saskatoon	38	25-Aug-2008	17-Oct-2008	12
30548	Open	Welder Extended Day	3	SIAST (Kelsey Campus)	Saskatoon	38	02-Sep-2008	24-Oct-2008	12
30646	Open	Welder	3	SIAST (Kelsey Campus)	Saskatoon	39	20-Oct-2008	12-Dec-2008	12
30647	Open	Welder Extended Day	3	SIAST (Kelsey Campus)	Saskatoon	39	27-Oct-2008	19-Dec-2008	12
30648	Open	Welder	3	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30649	Open	Welder	3	SIAST (Kelsey Campus)	Saskatoon	39	05-Jan-2009	27-Feb-2009	12
30650	Open	Welder	3	SIAST (Kelsey Campus)	Saskatoon	38	09-Mar-2009	01-May-2009	12
30651	Open	Welder	3	SIAST (Kelsey Campus)	Saskatoon	38	23-Mar-2009	15-May-2009	12
30652	Open	Welder	3	SIAST (Kelsey Campus)	Saskatoon	37	30-Mar-2009	22-May-2009	12
30653	Open	Welder	3	SIAST (Kelsey Campus)	Saskatoon	38	14-Apr-2009	05-Jun-2009	12
30654	Open	Welder	3	SIAST (Kelsey Campus)	Saskatoon	38	14-Apr-2009	05-Jun-2009	12
30320	Open	Welder	UPG	SIAST (Kelsey Campus)	Saskatoon	34	03-Nov-2008	19-Dec-2008	12
30099	Open	Welder	1	SIAST (Palliser Campus)	Moose Jaw	33	02-Sep-2008	17-Oct-2008	12
30461	Open	Welder	1	SIAST (Palliser Campus)	Moose Jaw	33	02-Sep-2008	17-Oct-2008	12
30102	Open	Welder	1	SIAST (Palliser Campus)	Moose Jaw	34	27-Oct-2008	12-Dec-2008	12
30503	Open	Welder	1	SIAST (Palliser Campus)	Moose Jaw	34	05-Jan-2009	20-Feb-2009	12
30100	Open	Welder	2	SIAST (Palliser Campus)	Moose Jaw	33	02-Sep-2008	17-Oct-2008	12
30502	Open	Welder	2	SIAST (Palliser Campus)	Moose Jaw	33	02-Sep-2008	17-Oct-2008	12
30466	Open	Welder	2	SIAST (Palliser Campus)	Moose Jaw	34	27-Oct-2008	12-Dec-2008	12
30465	Open	Welder	2	SIAST (Palliser Campus)	Moose Jaw	34	05-Jan-2009	20-Feb-2009	12
30464	Open	Welder	2	SIAST (Palliser Campus)	Moose Jaw	33	09-Mar-2009	24-Apr-2009	12
30101	Open	Welder	2	SIAST (Palliser Campus)	Moose Jaw	34	04-May-2009	19-Jun-2009	12
30103	Open	Welder	3	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12

--Session--									
Nbr	Status	Trade	Level	Education Institution	Location	Days	Start Date	End Date	Capacity
30420	Open	Welder	3	SIAST (Palliser Campus)	Moose Jaw	39	27-Oct-2008	19-Dec-2008	12
30325	Open	Welder	3	SIAST (Palliser Campus)	Moose Jaw	39	05-Jan-2009	27-Feb-2009	12
30398	Open	Welder	3	SIAST (Palliser Campus)	Moose Jaw	39	05-Jan-2009	27-Feb-2009	12
30360	Open	Welder	3	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12
30411	Open	Welder	3	SIAST (Palliser Campus)	Moose Jaw	38	09-Mar-2009	01-May-2009	12
30155	Open	Welder	3	SIAST (Palliser Campus)	Moose Jaw	39	04-May-2009	26-Jun-2009	12
30557	Open	Welder	UPG	SIAST (Palliser Campus)	Regina	34	27-Oct-2008	12-Dec-2008	12
30154	Open	Welder	1	SIAST (Wascana Campus)	Regina	33	02-Sep-2008	17-Oct-2008	12
30638	Open	Welder	2	SIAST (Wascana Campus)	Regina	34	05-Jan-2009	20-Feb-2009	12
30639	Open	Welder	3	SIAST (Wascana Campus)	Regina	38	23-Mar-2009	15-May-2009	12
30394	Open	Welder	1	SIAST (Woodland Campus)	Prince Albert	34	08-Sep-2008	24-Oct-2008	12
30655	Open	Welder	2	SIAST (Woodland Campus)	Prince Albert	34	03-Nov-2008	19-Dec-2008	12
30656	Open	Welder	3	SIAST (Woodland Campus)	Prince Albert	38	09-Mar-2009	01-May-2009	12



Training Schedule Errors and Amendments

**2008-2009
TECHNICAL TRAINING SCHEDULE**

ADDITIONAL INFORMATION

COOK

- Kelsey Campus – All Levels register on Monday August 25th, 9:00 am

POWER LINEPERSON

- Tracess Orientation Dates:
 - Line Contractor Apprentices – December 17th and 18th
 - SaskPower Apprentices – December 10th and 11th

SIAST INSTITUTE HOLIDAYS FOR 2008-2009

Labour Day	1-Sep-08
Thanksgiving	13-Oct-08
Remembrance Day	11-Nov-08
Christmas Day	25-Dec-08
Boxing Day	26-Dec-08
New Years Day	1-Jan-09
Family Day	16-Feb-09
Good Friday	10-Apr-09
Easter Monday	13-Apr-09
Victoria Day	18-May-09
Canada Day	1-Jul-09
SK Day	3-Aug-09
Christmas Break	22-Dec-08 TO 2-Jan-09
SIAST Spring Break	2-Mar-09 TO 6-Mar-09

Appendix 2: Glossary of Acronyms

AAI	Aboriginal Apprenticeship Initiatives
AEEL	Advanced Education, Employment and Labour
AHRDCC	Aboriginal Human Resources Development Council of Canada
AIT	Agreement on Internal Trade
ATA	Apprenticeship Training Allowances
CAF	Canadian Apprenticeship Forum
CCDA	Canadian Council of Directors of Apprenticeship
CCR	Construction Careers Regina
CCS	Construction Careers Saskatoon
CMS	Centennial Merit Scholarship
CORCAN	Corrections Canada Inmate Training Program
CSC	Construction Sector Council
DTI	Dumont Technical Institute
EDP	Employee Development Program
GDI	Gabriel Dumont Institute
HRSDC	Human Resources and Skills Development Canada
HCAP	Habitat Carpentry Apprentice Program (Bedford Road College)
ICEMS	Interprovincial Computerized Examination Management System
IP	InterProvincial (Red Seal)
IISS	Integrated Income Support System
IT	Information Technology
ITO	Information Technology Office
K-12	Kindergarten to Grade 12
LMI	Labour Market Information
METSI	Métis Employment & Training of Saskatchewan, Inc.
NAC	Northern Apprenticeship Committee
NLMC	Northern Labour Market Committee
OCSM	One Client Service Model (now referred to as One Client Service Program)
OCSP	One Client Service Program (formerly called OCSM)
PLAR	Prior Learning Assessment and Recognition
PS/GE	Public Service/ Government Employees
REDA	Regional Economic Development Authority
RPL	Recognition of Prior Learning
SaskCAT	Saskatchewan Council for Admissions and Transfer
SATCC	Saskatchewan Apprenticeship and Trade Certification Commission
SCA	Saskatchewan Construction Association
SCEMS	Saskatchewan Computerized Examination Management System
SCS	Skills Canada Saskatchewan
SHBA	Saskatchewan Home Builders Association
SIAST	Saskatchewan Institute of Applied Science and Technology
SIIT	Saskatchewan Indian Institute of Technology
SLFDB	Saskatchewan Labour Force Development Board
SPM	Saskatchewan Property Management
SYA	Saskatchewan Youth Apprenticeship
TCAP	Thom Carpentry Apprentice Program (Thom Collegiate)
TEL	Technology Enhanced Learning
TOWES	Test of Workplace Essential Skills

Appendix 3

Saskatchewan Apprenticeship & Trade Certification Commission Logic Model

Resources

Activities

