

## **Saskatchewan Apprenticeship Program** *Journeyperson as Trainer*

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

An apprentice spends approximately 85% of the time working on the job, where they learn the knowledge and skills of their associated trade; this time is spent under the supervision of a certified journeyperson. The remaining time is spent in theoretical and technical in-school training, which reinforces and expands upon the knowledge and skills the apprentice learns on the job.

An apprentice receives a broad range of trade experience on the work site. As a journeyperson, a main responsibility is to prepare these apprentices for this broad range of work. This requires a journeyperson to mentor their apprentice, to supervise them and provide them with useful demonstrations and feedback. **This makes the role of a journeyperson as a trainer of apprentices crucial.**

***Keep in mind, as a journeyperson providing training, you play a key role in maintaining the integrity of your trade and of building the workforce of the future.***

### **Basic Principles of Instruction**

- don't assume an apprentice knows what to do: break the task down step-by-step; explain what is to be done, demonstrate how it is done and then let the apprentice complete the task.
- provide continuous feedback on how an apprentice is doing. If an apprentice has not completed a task in the correct manner, take the time to show them what was done incorrectly. Once they have completed the task correctly, take the time to recognize their success.
- be patient. There is no such thing as a 'stupid question'. It is a journeyperson's responsibility to explain tasks in ways their apprentice can understand. Each person learns in a different way. As a result, it may require several different approaches before an understanding is reached by an apprentice.
- make sure to treat apprentices fairly and with respect. Working relationships function better when both parties feel like they are appreciated and valuable.
- develop your coaching skills. Participate in any 'train the trainer' courses or workplace coaching skills programs. Discuss your abilities as coach with your employer.
- practicing skills is the best way to maximize learning.
- think back to working in industry before being a certified journeyperson. Realize that apprentices do not have the same knowledge and understanding of the trade as a journeyperson, and should not be given responsibility above what is safe or reasonable given their experience level.

### **The Six Steps of Skills Training:**

- demonstrate the task at normal speed
- repeat the steps slowly, explaining each step as you go
- allow an apprentice to do the task slowly while watching and guiding them
- allow an apprentice to practice building their proficiency
- watch a complete run through by the apprentice. If necessary, coach them to further improve performance
- review what was learned, recognizing an apprentice's progress

### **Best Practices for Journeyman Trainers**

- understand what is expected as a trainer and participate with both employers and the apprentice in developing a training plan
- demonstrate mature attitudes toward safety
- follow logical procedures for teaching an apprentice
- review the trade specific on-the-job training guide available at [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca) in the designated trades section
- recognize that apprentices are both learners and co-workers
- provide constructive feedback to the apprentice on a regular basis, and take the time to show them how they improve as they advance towards certification
- participate in performance evaluations of apprentices in fair and meaningful ways
- provide apprentices with different types of work that encompass the entire scope of the trade. Apprentices with well-rounded work experience tend to score best on Journeyman certification examinations.

### **Get Involved!**

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

[See the list of SATCC offices.](#)