



Important Notice to All Apprentices

Saskatchewan Polytechnic Prince Albert Campus

Welcome to technical training at Saskatchewan Polytechnic Prince Albert Campus.

The current plan is to deliver training largely through a hybrid model in 2021-22. This means the theoretical portion of training will be delivered online, **(the online training will be delivered during regular training hours, typically 8 a.m.-3:30 p.m. Monday to Friday)** while the practical, hands-on portion will be delivered face-to-face on-campus.

- Before your training begins, there will be a virtual orientation delivered by Saskatchewan Polytechnic. Specific details of training will be explained, such as information for the online training, information for the practical training, and the requirements for apprentices while on-campus.
- All apprentices are required to adhere to the procedures and safety protocols established by Saskatchewan Polytechnic when they are on-campus.

As an apprentice, it is expected that you will attend all classes and complete all assignments. You shall report to your class on time so that your attendance may be properly recorded. If you are late, speak to your program head to ensure that your attendance is recorded. Attendance will be taken in the morning and afternoon for the online portion of technical training.

Cell phone use is not permitted in class. Permission from Program Head may be issued for pending family emergency situations for the use of your cell phone on “vibrate” only.

Academic Misconduct

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) considers Academic Misconduct to be a serious infraction of the integrity of the apprenticeship and certification of Students. A lack of familiarity with what is considered Academic Misconduct does not constitute a defense against an infraction of this policy. Therefore, it is each Student’s responsibility to understand the principles of Academic Misconduct and to conduct oneself in a manner that upholds these principles to their highest standard.

Each student is expected to read, understand, and comply with all policies, procedures, academic regulations, and program requirements of the SATCC as well as those of Saskatchewan Polytechnic. Academic integrity requires students to be honest and responsible in all learning environments. Academic institutions exist to help students learn, and grades exist to show how fully this goal is attained. Therefore, all work and all grades should result from a student’s own acceptable behavior including his or her understanding and effort.

Acts of academic misconduct include acts which contravene the general principles of academic integrity. All forms of academic misconduct are considered serious offences. Some examples of academic misconduct are, but not limited to: cheating, aiding and abetting, fraud and/or misuse, impersonation, or falsification or unauthorized modification of an academic document/record.

A complete copy of SATCC's academic misconduct policy is available at <https://saskapprenticeship.ca/satcc-academic-misconduct-policy/>

Failure to Comply - Penalties imposed by the SATCC in relation to academic misconduct, whether this occurs during technical training or during the writing of or studying for examinations, including the Interprovincial Examinations (Red Seal Examinations), may include but are not limited to, one or more of the following:

- a written warning;
- a failing grade;
- suspension of your apprenticeship contract;
- cancellation on journey person certification; and/or
- notification of the penalty imposed to the examination candidate's employer

A. Absence from Technical Training:

In the event that you *miss the equivalent of two training days*, your program head has been directed to notify the Apprenticeship and Trade Certification Consultant in your area, who, in turn, will notify your employer of your absence.

Should you *miss the equivalent of 10% of the total hours of your training level without prior approval from the Apprenticeship and Trade Certification Commission*, you may be subject to suspension from the course. You will not be allowed to re-enter the course until the Chief Operating Officer of Apprenticeship and Trade Certification has given approval.

Should you *discontinue training without the permission* of the Chief Operating Officer of Apprenticeship and Trade Certification, you will have violated the provisions of the apprenticeship contract, and the contract will be subject to cancellation.

B. Sick Leave:

During a period of illness, you must notify your program head during each day of absence. The following department numbers are enclosed for your convenience.

Department	Telephone
Carpenter	(306) 765-1632
Construction Electrician	(306) 765-1676
Cook	(306) 765-1577

You will be required to produce a medical certificate, if you are absent for more than three (3) consecutive technical training days.

C. To Advance to the Next Level of Training:

Unless otherwise specified by the Chief Operating Officer, the pass mark for all apprenticeship and upgrader training is:

70% overall average with no mark below 60%

“Related Studies” require a “Pass” or “Credit Granted”, and do not form part of the weighted average.

An overall average below 70% is a fail with no repeats of units allowed.

Partial fails, where the overall average is 70% but no more than two units are below 60% may have one year to make arrangements with the program head to repeat the units.

D. Verification of Trade Experience:

It is in your best interest to submit *Verification of Trade Experience (Form 6A)* on a regular basis; for example, at least once every six months, or each time you report for technical training. Regular updating of trade experience allows the Apprenticeship and Trade Certification Commission to keep your file current and schedule you for technical training.

Verification of Trade Experience (Form 6A) must be signed by your employer and provide details of the work you have done. You may need to contact former employers to obtain verification of your trade employment.

Forms are available from any Saskatchewan Apprenticeship and Trade Certification Commission office or on-line at www.saskapprenticeship.ca.

E. Final Level of Apprenticeship Training:

As a final level apprentice, you are eligible to write the interprovincial examination on the last day of training.

To be issued a *Journeyman Certificate of Qualification* and a *Completion of Apprenticeship Certificate*, you must successfully complete all the required levels of training, achieve a mark of 70% or better on the interprovincial examination, and establish full time in the trade.

F. Change of Employer:

If you change employers, please contact the Apprenticeship and Trade Certification Consultant in your area to complete an Apprenticeship Contract.

Your local apprenticeship representative contact:

SATCC

Phone: 306-953-2632

Toll Free: 1-877-363-0536



Dave Peters
Chief Operating Officer
Saskatchewan Apprenticeship and Trade Certification

September 9, 2020 - This information is subject to change without notice.