

# Technical Training Information

August 2021

Technical training will largely be delivered fully on-campus with select trades and levels being delivered through a hybrid model in 2021-22. Please reference training schedule on our website for details. For hybrid deliveries, the theoretical portion of training will be delivered online, while the practical, hands-on portion that takes place in a lab will continue to be delivered face-to-face. Online training will be delivered during regular training hours, typically 8 a.m. - 3:30 p.m. Monday to Friday.

The first day of hybrid training will take place online. Approximately one week before the start of technical training, Saskatchewan Polytechnic will contact apprentices through their personal email provided to them by the SATCC. Technical training staff will provide the apprentice with the information required to participate in technical training. There will be a virtual orientation delivered by Saskatchewan Polytechnic, where you will learn more about the format of online training. The online portion of training will take place before any in-person training.

There will be a second orientation session on the first day of in-person training.

There are exceptions. Please see the table below about your particular program.

For the theoretical portion of training a personal computer/Mac is recommended for the best user experience.

## Tools:

- Ensure you have adequate free space on your local device (at least 10GB) and adequate memory (at least 4GB) or more.
- Webcam
- Headset with microphone (or speakers with microphone)
- If using a phone or tablet – ensure it is three years old or newer.

## Operating Systems:

- Windows 10 or Windows 8
- Mac –OS X Yosemite or higher
- iOS (iPhone / iPad) – Current with the two most recent versions
- Android – Current with the last four major versions
- Chromebooks laptops are not recommended

## Home internet access guidelines:

- Minimum recommendation: 5 Mbps down, 1 Mbps up
- Optimal recommendation: 10 Mbps down, 5Mbps up or greater
- If your internet is unstable, you may need to hotspot off your mobile device. Visit your cell phone provider's website for instructions.

Currently, masks are mandatory and must be worn on Campus. Masks will not be supplied by the school. The apprentice is required to bring their own mask while on campus.

Full guidelines and updates are available on [Saskatchewan Polytechnic's website.](#)



## Specific Details for Hybrid Training Only

Trade	Theory/Practical Length	Specific Details*
Agricultural Equipment Technician (Includes John Deere training)	Level 1 - 3wksT/5wksP Level 2 - 3wksT/5wksP Level 3 - 3wksT/5wksP Level 4 - 5wksT/3wksP	
Auto Body and Collision Technician	Level 1 - 2wksT/4wksP Level 2 - 2wksT/4wksP Level 3 - 1wksT/6wksP Level 4 - 1wksT/6wksP	
Automotive Service Technician (Includes ASEP training)	Level 1 - 5wksT/3wksP Level 2 - 4wksT/4wksP Level 3 - 4wksT/4wksP Level 4 - 4wksT/4wksP	
Bricklayer	Level 1 - 4wksT/4wksP Level 2 - 4wksT/4wksP Level 3 - 4wksT/4wksP	
Carpenter	Level 1 - 4wksT/3wksP Level 2 - 3wksT/4wksP Level 3 - 4wksT/3wksP Level 4 - 4wksT/3wksP	
	Online Upgrading – continuous intake (theory only)	The online upgrading course delivery is not affected.
	Upgrading (was previously offered in-class) – 7wksT	This upgrading course is solely theory based. The training will be delivered via Zoom instruction (online video) during regular training hours, typically 8 a.m. - 3:30 p.m. Monday to Friday.
Construction Craft Labourer	Level 1 - 2wksT/2wksP Level 2 - 2wksT/2wksP	
Construction Electrician	Level 1 - 5wksT/3wksP Level 2 - 5wksT/3wksP Level 3 - 4wksT/4wksP Level 4 - 5wksT/3wksP	Apprentices will be required to wear PPE (masks, safety glasses) in the shop. This PPE will be supplied by Sask Polytechnic
	Online Upgrading – continuous intake (theory only)	The online upgrading course delivery is not affected.
	Upgrading (was previously offered in-class) – 8wksT	This upgrading course is solely theory based. The training will be delivered via Zoom instruction (online video) during regular training hours, typically 8 a.m. - 3:30 p.m. Monday to Friday.
Cook	Level 1 Level 2 Level 3	Training will remain the same structure as delivered in previous years. To meet the physical restrictions in the training facility, the class will be divided in two groups for alternate weekend delivery of the practical portion

Heavy Duty Equipment Technician	Level 1 - 4wksT/4wksP Level 2 - 4wksT/4wksP Level 3 - 4wksT/4wksP Level 4 - 4wksT/4wksP	
Industrial Mechanic (Millwright) – Saskatchewan Polytechnic	Level 1 - 2wksT/6wksP Level 2 - 2wksT/6wksP Level 3 - 2wksT/6wksP Level 4 - 2wksT/6wksP	
	Online Upgrading – continuous intake (theory only)	The online upgrading course delivery is not affected.
Instrumentation and Control Technician	Level 1 - 4wksT/6wksP Level 2 - 4wksT/6wksP Level 3 - 4wksT/6wksP Level 4 - 4wksT/6wksP	
Ironworker (Structural/Ornamental)	Level 1 - 4wksT/4wksP Level 2 - 4wksT/4wksP Level 3 - 3wksT/4wksP	
Machinist	Level 1 - 2wksT/6wksP Level 2 - 2wksT/6wksP Level 3 - 2wksT/6wksP Level 4 - 2wksT/4wksP	
Metal Fabricator (Fitter)	Level 1 - 4wksT/4wksP Level 2 - 3wksT/5wksP Level 3 - 4wksT/4wksP	
Mobile Crane Operator	Level 1 Level 2 Level 3	There is no change to the structure of training. Mobile Crane Operator training is currently a hybrid delivery.
Parts Technician	Level 1 Level 2 Level 3	There is no change to the structure of training. Parts Technician training is delivered entirely online.
Plumber	Level 1 - 5wksT/3wksP Level 2 - 4wksT/4wksP Level 3 - 4wksT/3wksP Level 4 - 5wksT/2wksP	
	Online Upgrading – continuous intake (theory only)	The online upgrading course delivery is not affected.
Powerline Technician	Level 1 Level 2 Level 3 Level 4	There is no change to the structure of training. Powerline Technician training is currently a hybrid delivery.
Refrigeration and Air Conditioning Mechanic	Level 1 - 4wksT/4wksP Level 2 - 4wksT/4wksP Level 3 - 5wksT/3wksP Level 4 - 5wksT/3wksP	
Roofer	Level 1 Level 2 Level 3	There is no change to the structure of training. Distanced based delivery over 4 months.
Scaffolder	Level 1 Level 2 Level 3 Level 4	There is no change to the structure of training. The training facilities are able to deliver the training while meeting the physical distancing restrictions.

Sheet Metal Worker	Level 1 - 4wksT/4wksP Level 2 - 4wksT/4wksP Level 3 - 4wksT/4wksP Level 4 - 4wksT/4wksP  Online Upgrading – continuous intake (theory only)	Apprentices will be required to wear PPE (masks, safety glasses) in the shop. This PPE will be supplied by Sask Polytechnic  The online upgrading course delivery is not affected.
Steamfitter-Pipefitter	Level 1 - 5wksT/3wksP Level 2 - 5wksT/3wksP Level 3 - 5wksT/2wksP Level 4 - 5wksT/2wksP	
Truck and Transport Mechanic	Level 1 - 4wksT/4wksP Level 2 - 4wksT/4wksP Level 3 - 4wksT/4wksP Level 4 - 4wksT/4wksP	
Welder	Level 1 - 3wksT/4wksP Level 2 - 2wksT/5wksP Level 3 - 2wksT/6wksP Upgrading - 2wksT/5wksP	

\*Additional specific details can be found in the “Items Needed for Training” section of this document. The program will verify these specific details during the orientation for the theoretical and practical portions on training.

# Technical Training Information

May 2021

## Reply Procedure

Review all information enclosed in your notice for training package. You must reply within two weeks of receiving the package as to whether or not you will be attending training.

You can confirm your attendance in a course by:

- emailing your response;
- telephoning the Apprenticeship Commission; or
- sending a response by mail.

You will be able to pay your tuition by cheque or credit card.

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

## Technical Training

### A. Attendance

Failure to attend technical training classes may result in the cancellation of your Apprenticeship Contract. Attendance for the theory distance portion of training will be taken.

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

### B. Reporting

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

### C. Registration Costs

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

- A tool check deposit may be required in some programs. The deposit will be refunded when the tool check is returned.

### D. Lodging

Saskatchewan Polytechnic maintains a housing registry that lists houses, condos and rooms for rent in Moose Jaw, Prince Albert, Regina and Saskatoon. Visit <https://spsa.ca/housingregistry/>.

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

*Prairie Arctic Trades Training  
Centre, Saskatoon,  
Phone: 306-382-4355*

*Prairie Arctic Trades Training  
Centre, Regina,  
Phone: 306-585-0900*

*Southeast College, Weyburn,  
Phone: 1-866-999-7372*

### -E. Mathematics Evaluation

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

### F. Saskatchewan Polytechnic Student Parking

- Parking fees have been waived at Saskatchewan Polytechnic until January 1, 2020. Student parking will be scramble parking in all student parking lots. Apprentices can also park in nearby neighbourhoods at no cost, but there are restrictions - for instance, on the length of time you can park there.

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



## G. Books

Apprentices may be required to provide or purchase the code books for their trade. Code books are available at Saskatchewan Polytechnic Campus bookstores. Code books may need to be ordered online. [See Technical Training Information web page for Code Book requirements.](#)

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

## Items Needed For Training

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

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



## Agricultural Equipment Technician

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

## Auto Body and Collision Technician

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

## Automotive Service Technician

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

## Bricklayer

- CSA approved footwear must be worn in the shop at all times.
- Coveralls
- Calculator (Texas Instruments model T1-30XA)

*Bricklayer continued*

- 2 pairs of work gloves
- 1 pair safety glasses with side shields, or goggles
- 1 metric tape measure
- An extra pair of shoes for outside the shop
- 24" heavy duty plastic tool box
- 1 brick hammer
- 1 mason's trowel (10"-10 1/2")
- 2 jointers, flat (1/4 & 3/8)
- 2 jointers, round (1/4 & 3/8)
- 1 handbrush
- 1 raker
- 1 pointing trowel
- 1 torpedo level
- 1 48" Level
- 1 brick spacing tape measure

## Carpenter

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

## Construction Electrician

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

## Cook

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

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

## Heavy Duty Equipment Technician

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

## Industrial Mechanic (Millwright)

Please check with your training provider prior to purchasing.

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

## Instrumentation and Control Technician

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

## Ironworker (Structural/Ornamental)

- CSA approved footwear must be worn in the shop at all times.
- CSA approved hard hat
- Seasonal work clothes
- 2 – 1 1/4" spud wrenches

*Ironworker continued*

- 3/4" or 7/8" aligning bar
- Bull pin
- 4 - 6 lbs. hammer
- 12" adjustable wrench
- Bolt bag
- Striker
- 25' tape measure
- Safety glasses

## Lather (Interior Systems Mechanic)

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

## Machinist

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

## Metal Fabricator (Fitter)

Level 1 material and equipment list:

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

*Metal Fabricator continued*

- Cutting goggles
- Small lockable tool box
- Calculator

*Optional:*

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

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

## Mobile Crane Operator

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

## Parts Technician

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

## Plumber

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

## Powerline Technician

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

## Refrigeration and Air Conditioning Mechanic

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

## Roofer

- CSA approved footwear must be worn in the shop at all times.
- Pens, pencils, erasers
- Safety glasses with side shields, or goggles, are required
- Metric and imperial tape measure
- Hard hat
- Use of a pocket-sized calculator is permitted. (Texas Instruments model TI-30XA available for purchase at training locations)

## Scaffolder

- CSA footwear must be worn in the shop at all times
- Metric and imperial tape measure
- 1 pair of safety glasses with side shields, or goggles
- Pencils and pens
- Appropriate clothing (shirts with sleeves and no shorts)
- Calculator (Texas Instruments model TI-30XA, may be available for purchase at training centre)

## Sheet Metal Worker

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

## Steamfitter-Pipefitter

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

## Truck and Transport Mechanic

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

## Welder

- CSA leather boots
- Coveralls
- Leather welding sleeves
- 1 pair welding goggles
- 1 pair slip joint pliers
- 5" grinder with discs are supplied by the campus
- 1 pair safety glasses
- Personal 4" or 5" angle grinders with buffing wheel are supplied by the campus
- Locking C clamps
- Respirator
- Modules and notes from previous level



## Prior to Enrolment

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

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

you through the application process.

Make arrangements with your employer to either:

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

Ensure your employer understands your plan for employment when the course is completed, and that your request for the "Record of Employment" form is not a resignation. If the potential date of re-hiring reflected in Section 14 of the Record of Employment form is not the first working day following the course, discuss the situation with your employer so that you understand their intentions regarding the re-hiring. Remember, however, the date the employer shows is not necessarily a guarantee of re-employment.

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

## EI Benefits

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

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





1. Internet Reporting Service at:  
[www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)  
- click on online forms and  
services in the top menu bar.

- Allows you to answer the questions at your own pace.
- Makes it easy to read and verify your answers before submitting your report

2. Telephone Reporting Service call:  
**1-800-531-7555**

**Direct Deposit:**

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

**Apprenticeship Training Allowance and Other Support Programs**

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

Apprentices will receive the ATA application form with their Notification for Training package. It is also available on the [SATCC website](#).

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

For more information about the ATA and all other support programs, visit [Apprenticeship Support Programs](#).



**Training Reports**

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

**Learning Services Department**

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

**Saskatoon Campus**  
**306-659-4050**

**Moose Jaw Campus**  
**306-691-8422**

**Regina Campus**  
**306-775-7729**

**Prince Albert Campus**  
**306-765-1520**

**NOTE:**

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

