

Saskatchewan Apprenticeship and Trade Certification Commission

Annual Report for 2020-21

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Letters of Transmittal



Office of the Lieutenant Governor of Saskatchewan

I have the privilege to present the Annual Report for the Saskatchewan Apprenticeship and Trade Certification Commission for the year ending June 30, 2021. The financial statements included in the report were prepared in accordance with *The Apprenticeship and Trade Certification Act, 2019*.

A handwritten signature in black ink, appearing to read 'Jeremy H.'.

Jeremy Harrison
Minister of Immigration and Career Training



The Honourable Jeremy Harrison
Minister of Immigration and Career Training

Dear Minister:

We have the honour of submitting the Annual Report of the Saskatchewan Apprenticeship and Trade Certification Commission for the period July 1, 2020 to June 30, 2021.

A handwritten signature in black ink, appearing to read 'Drew Tiefenbach'.

Drew Tiefenbach
Commission Board Chair

A handwritten signature in black ink, appearing to read 'Jeff Ritter'.

Jeff Ritter
Chief Executive Officer

A Message from the Commission Board Chairperson

On behalf of the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) Board of Directors, I'm pleased to present the 2020-21 Annual Report. Throughout the past year, the SATCC continued to contend with the impacts of the COVID-19 pandemic.

Over the summer of 2020, the SATCC worked closely with training providers, including its largest provider, Saskatchewan Polytechnic, to pivot the majority of apprenticeship technical training to a hybrid delivery model, beginning in the fall.

SATCC offices stayed open throughout the year.

Many staff transitioned back to working from home in the fall and winter of 2020, and then returned to the workplace again in June 2021 as vaccinations rolled out across the province. By the end of June 2021, staff were again working with training providers to transition the majority of technical training to face-to-face learning in the fall of 2021.

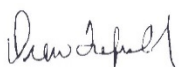
Thank you to the SATCC's CEO Jeff Ritter and the senior management team for continuing to innovate and demonstrate flexibility during challenging circumstances. While providing valuable apprenticeship services, including technical training; exams and psychoeducational assessments; during the pandemic, they prioritized the health and safety of apprentices, employers and SATCC staff.

Thank you to the entire SATCC team. While some staff members were able to work from home during the pandemic, and did so to maintain business continuity, not everyone could. Some staff members remained in the workplace. The SATCC's frontline staff did a terrific job serving clients throughout the year. They visited employers; met with apprentices; invigilated exams; and processed transactions, all while taking precautions to ensure their own safety, the safety of their colleagues, and the safety of their clients.

I also want to acknowledge my fellow Board members for their continued engagement and participation as we transitioned to virtual Board meetings for the majority of the year. We said good-bye to Jessica Baldwin (Women in Trades representative) this year. Thank you, Jessica, for your dedication to apprenticeship and the skilled trades. We also welcomed two new Board members: Bernard Boutin (Production and Maintenance Sector employer representative) and Elaine Lafleur (Women in Trades representative). Thank you for lending your knowledge and expertise to our Board.

Even as the SATCC navigated the pandemic, the staff kicked off a significant IT project, called MyATC, the largest one in more than 20 years. MyATC is a new, client-facing IT system that will enable clients to self-serve and access their information when it's convenient for them. It will change the way clients interact with the SATCC. At the end of June, this project was on track for a 2021-22 launch. I know MyATC will help ensure our system remains accessible and relevant.

SATCC staff members have lived the organization's values this past year – in particular, courage. As vaccination rates continue to rise and our province emerges from this pandemic, I know SATCC staff will continue to demonstrate courage in the year ahead. We will continue to build the best apprenticeship and trade certification system we possibly can. I look forward to serving the citizens of Saskatchewan through the SATCC Board in 2021-22.



A Message from the CEO

I am pleased to present the 2020-21 Annual Report on behalf of the Saskatchewan Apprenticeship and Trade Certification Commission.

Of course, like other organizations across the province, we continued to make decisions in the context of COVID-19. Amidst challenging circumstances, we strove to provide apprentices and employers with the excellent service they're accustomed to, while also protecting their health and safety, and the health and safety of our staff. We strove to make decisions that exemplified our SATCC values, including: industry-focus; collaboration; responsiveness; transparency and courage.

We transitioned many of our stakeholder meetings – including our Commission Board and Trade Board meetings, and our annual all-staff meeting – to an online format. We celebrated apprentice, employer and training provider accomplishments virtually via our website and social media channels.

I am happy to report that – with some changes to allow for appropriate physical distancing – we were able to deliver uninterrupted client services for the majority of the year.

While COVID-19 demanded our attention and spurred us to be innovative, courageous and adaptable throughout the year, it did not hinder our progress, our forward momentum.

We continued working to create quality experiences for clients in 2020-21. We launched a refreshed, more easily navigable website at www.saskapprenticeship.ca in August 2020.

We started working on MyATC, a new, client-facing IT system that will transform the way we interact with our closest stakeholders. Apprentices will be able to access and update their own information online. They'll be able to submit trade time hours and register for technical training themselves using the system. Our clients have been requesting this functionality for years and we look forward to the launch of this system in 2021-22.

We also contracted with KPMG to serve as the SATCC's internal auditor for three years, starting in 2020-21. An internal audit function is a best practice that will help ensure we're doing the best work possible.

Another major activity we undertook this past year was an organizational redesign. With support from the Public Service Commission (PSC), the SATCC worked to ensure we are structured in a way that enables seamless collaboration, and allows us to perform our work effectively and efficiently.

We announced initial organizational changes in October 2020 and March 2021, and made our final, full announcement in June 2021. With this redesign, we moved units to different divisions; updated existing position titles and job descriptions; and added brand-new positions, including a Director of Innovation and Inclusion position to help us continue building a diverse, inclusive apprenticeship and trade certification system.

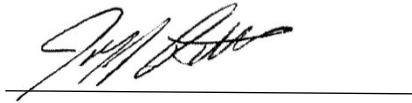
With the pandemic came uncertainty and rapidly changing circumstances. Still, we are proud of how we communicated with our staff, especially with many of us working remotely to ensure business continuity during different times of the year.

The results of our 2020 Employee Engagement Survey, administered by Insightrix, were overwhelmingly positive. Eighty-six per cent of employees agreed with the statement: "I find my work fulfilling and I look forward to coming to work each day." This not only achieved the 80 per cent target laid out in our business plan, it is the highest score on record. Employees also held positive views regarding the SATCC's handling of the COVID-19 crisis. Scores ranged from a low of 83 per cent agreement ("We have lived our values during this pandemic") to a high of 90 per cent ("When working from home, I had the tools and resources I needed to perform my work effectively" and "I have support at work to provide a high level of service").

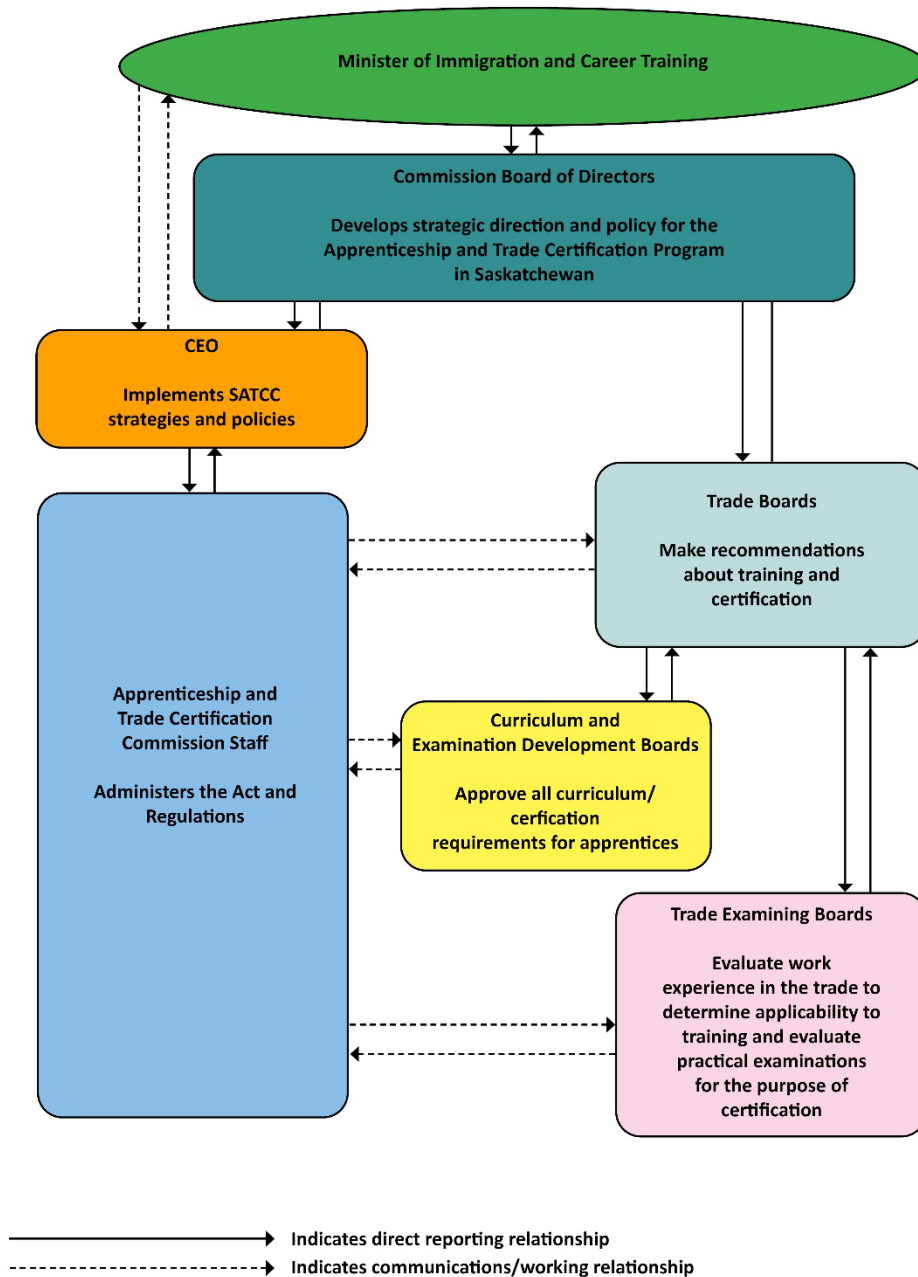
Our positive workplace culture was recognized by Mediacorp Canada Inc. – we were named one of Saskatchewan’s Top Employers in 2021 for the third year in a row.

These results demonstrate our commitment to our staff, to communication, and to providing our clients with high-quality service – even in the most difficult circumstances.

Thank you to the Government of Saskatchewan for continuing to invest in our apprenticeship and trade certification system. Thank you to the Commission Board for your ongoing trust and support as we continued to deal with issues arising due to COVID-19. Thank you to the employers, apprentices, technical training providers and trade board members who’ve helped us build a strong, responsive apprenticeship training and certification system. Thank you, of course, to our staff members. Our staff members demonstrated an incredible amount of resilience, flexibility and innovation as we continued to make decisions and serve clients during the pandemic. I’m grateful for the team at the SATCC, and the hard work and dedication our team has shown over the last year.



Governance



Introduction

This annual report for the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) presents the SATCC's results for the fiscal year ending June 30, 2021. It provides results of publicly committed strategies, key actions and performance measures identified in the SATCC's [2020-21 Business Plan](#) and [2017-22 Strategic Plan](#). It also reflects progress toward commitments from the Government Direction for 2020-21 and the Saskatchewan Plan for Growth – Vision 2020 and Beyond.

The SATCC's work supports the Government of Saskatchewan's four goals: Sustaining growth and opportunities for Saskatchewan people; meeting the challenges of growth; securing a better quality of life for all Saskatchewan people; and delivering responsive and responsible government.

Commission Overview

VISION

"The most skilled and representative workforce, industry trained and certified"

MANDATE

"To develop, promote and execute a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons."

VALUES

Industry-focus, Collaboration, Responsiveness, Equity, Diversity, Transparency, Accountability, Innovation, Excellence, Courage

Authority

[The Apprenticeship and Trade Certification Act, 2019](#) (The Act) establishes the SATCC as a corporation and agent of the Crown, and authorizes it to manage the apprenticeship and trade certification system in Saskatchewan.

The SATCC is given the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system and to meet the needs of industry in a timely manner. Through the industry board structure and The Act, the Commission is accountable to the industry it serves and the Government of Saskatchewan.

The SATCC reports to the Minister of Immigration and Career Training, who is responsible for the administration of The Act. The SATCC operates 10 locations across Saskatchewan.

The SATCC oversees and administers the apprenticeship and certification system in Saskatchewan. In this role, the SATCC fulfills four primary functions.

The SATCC:

- Trains apprentices;
- Certifies tradespeople and apprentices;
- Regulates the apprenticeship system of training; and
- Promotes apprenticeship as a way for employers to meet their labour market requirements.

Train Apprentices

Apprenticeship training is a unique training system that combines on-the-job experiential learning with time spent in a classroom setting. While working under the supervision of a journeyperson, apprentices learn what their trade entails, and how to perform their job skills. Once they have the required number of trade time hours – usually once per year – apprentices are invited to attend technical training. Technical training, which typically lasts 6-10 weeks, teaches apprentices additional skills and why they perform their jobs the way they do. The SATCC contracts training providers to deliver training for each of the trades. Eighty-five per cent of apprenticeship training happens on the job, while the remaining 15 per cent takes place in a classroom.

Certify Tradespeople and Apprentices

While training providers deliver the level exams apprentices take at the end of each level of technical training, the SATCC administers the journeyperson certification exams. Most of the exams the SATCC administers are journeyperson exams for [Red Seal](#) trades, which means the exam is standardized across Canada, and the credential is recognized as the standard of excellence for that particular trade across the country. Once apprentices complete all of their required trade time hours and pass the certification exam, they receive their lifelong journeyperson certification, and – if it's a Red Seal trade – their Red Seal endorsement.

There are five compulsory trades in Saskatchewan:

- Construction Electrician;
- Plumber;
- Refrigeration and Air Conditioning Mechanic;
- Sheet Metal Worker; and
- Sprinkler Fitter.

There is one regulated trade – Hairstylist – where pre-employment training prior to working in the trade and eventual journeyperson certification is required. All other designated trades are voluntary.

Apprenticeship isn't the only pathway to certification. Experienced tradespeople in non-compulsory trades can apply to have their trade time assessed to see if they qualify to challenge the journeyperson certification exam for their trade.

Regulate Apprenticeship

The SATCC regulates apprenticeship in the designated trades to ensure compliance with [The Apprenticeship and Trade Certification Act, 2019](#), [The Apprenticeship and Trade Certification Regulations, 2020](#), and [The Apprenticeship and Trade Certification Commission Regulations, 2020](#).

SATCC staff members visit employer sites to ensure those working in compulsory trades are either apprentices or journeypersons, and that apprentices in all trades are being supervised on-site by a journeyperson or, in the case of non-compulsory trades, apprentices may be supervised by an experienced tradesperson. Each trade also has an apprentice to journeyperson ratio employers are expected to comply with.

Promote Apprenticeship

The SATCC promotes the apprenticeship system of training by directly engaging with employers and skilled workers during face-to-face worksite visits. The SATCC also promotes the apprenticeship system through its communications and marketing efforts, including speeches; presentations; editorials; advertisements; and content posted to the SATCC's website and social media channels. Groups targeted include employers, experienced tradespeople, youth, and people from groups underrepresented in the skilled trades, including women, persons

with disabilities and Indigenous people. Apprenticeship is also promoted to young people through the [Saskatchewan Youth Apprenticeship](#) program.

Operational Activities

The following responsibilities and activities are key to the Commission fulfilling its mandated and legislated responsibilities:

- Administrative support for apprenticeship registration and record keeping for all Saskatchewan apprentices and journeypersons;
- Assess apprentice work experience and prior learning;
- Administrative support and facilitation of Commission Board and Trade Board activities;
- Develop and implement an annual technical training plan for registered apprentices;
- Develop and maintain industry training standards and technical training for designated trades and occupations;
- Develop and administer certification examinations;
- Administer journeyperson certificates;
- Monitor on-the-job apprenticeship programs and regulate through employer visits;
- Administer apprentice allowances for technical training;
- Initiate and maintain partnerships with industry, government, other jurisdictions and various stakeholders;
- Lead and participate in interprovincial apprenticeship and trade certification and related activities;
- Develop and implement program promotion and awareness materials and campaigns; and
- Prudent management of financial and human resources.

Partners

The SATCC collaborates with a number of partners who work to enhance and deliver the apprenticeship system of training. Some of those partners include:

- Apprentices;
- Canadian Apprenticeship Forum (CAF);
- Canadian Council of Directors of Apprenticeship (CCDA);
- Colleges;
- Curriculum and Examination Development Boards;
- Employers;
- Employer associations;
- Gabriel Dumont Institute;
- Government of Saskatchewan;
- Indigenous organizations;
- Journeypersons and tradespeople;
- Office to Advance Women Apprentices;
- Regina and District Industry Education Council;
- Regina Trades and Skills Centre;
- Saskatchewan Indian Institute of Technologies;
- Saskatoon Industry Education Council;
- Saskatoon Trades and Skills Centre;
- Sector Councils;
- Skills Canada Saskatchewan;
- Trade Boards;
- Trade Examining Boards;
- Unions; and
- Women in Trades and Technology – Saskatchewan Polytechnic.

Technical Training Providers

The SATCC works with industry to determine the educational outcomes for apprenticeship training and then contracts training providers to supply the theoretical portion of apprenticeship training, which complements apprentices' on-the-job training.

Technical training providers see full-time apprentices about once per year per level of apprenticeship. The SATCC reviews and approves curriculum supplied by training providers and, as needed, works with providers to revise curriculum to meet industry's changing needs. The SATCC schedules apprentices into technical training and ensures its current providers have the capacity to meet demand.

The SATCC's primary technical training provider is **Saskatchewan Polytechnic**. The four main campuses are located in Moose Jaw, Prince Albert, Regina and Saskatoon. Other training providers include:

- **International Association of Heat & Frost Insulators & Allied Workers, Local 119:** Delivers apprenticeship training to Insulator (Heat and Frost) apprentices in Regina;
- **Parkland College:** Apprenticeship technical training for Industrial Mechanic (Millwright) apprentices can be taken through Parkland College in Esterhazy;
- **Prairie Arctic Trades Training Centre:** Provides apprenticeship training for Scaffolder apprentices at their Regina and Saskatoon training facilities;
- **Saskatchewan Tourism Education Council:** Apprenticeship training for the Food and Beverage Person and Guest Services Representative trades is provided at a number of locations across the province;
- **SED Systems:** All Electronics Assembler apprentices are trained at the SED Systems facility at the University of Saskatchewan campus in Saskatoon;
- **Southeast College:** Powerline Technician apprentices take their apprenticeship training at Southeast College in Weyburn; and
- **Western Trade Training Institute:** Training for crane and hoist operating trades.

One other institution has Joint Training Committee status which allows them to work directly with clients to access apprenticeship training:

- **Saskatchewan Indian Institute of Technologies (SIIT).**

Commission Board of Directors

The Commission Board of Directors is comprised of up to 20 members and is appointed by the provincial government to govern the Commission. Twelve members are nominated by industry, based on sectors and equally representing employers and employees. Other Board members are nominated by the Minister of Immigration and Career Training to represent other stakeholders in the apprenticeship and trade certification system, including government, training providers and equity groups.

A matrix of skills and representation helps ensure the Board collectively will have the necessary personal attributes, skills and competencies required to:

- Add value and provide support for the CEO in establishing strategy and reviewing risks and opportunities;
- Effectively monitor the performance of the CEO and the SATCC; and
- Publicly account for the performance of the organization.

Commission Board Membership – as of June 30, 2021

For individual Board member biographies, please visit the SATCC website at <http://www.saskapprenticeship.ca/about-us/commission-board/>

Commission Board Chairperson

- Drew Tiefenbach

Commission Board Vice-Chairperson

- Jeff Sweet

Commission Board Members

Agriculture, Tourism and Service Sector

- Alison Poelen – Employer Representative
- Karen Zunti – Employee Representative

Construction Sector

- Mike Berkes – Employer Representative
- Ian Knibbs – Employer Representative
- Dion Malakoff – Employee Representative
- Jeff Sweet – Employee Representative
- Dana Paidel – Employer Representative
- Wayne Worrall – Employee Representative

Motive Repair Sector

- Ryan Cunningham – Employee Representative
- Bryan Leier – Employer Representative

Production and Maintenance Sector

- Aaron Laughlin – Employee Representative
- Bernard Boutin – Employer Representative (September 16, 2020 to present)

Other Stakeholder Groups

- Susan Nedelcov-Anderson – Ministry of Education
- Jessica Baldwin – Women in Trades (April 12, 2018 to April 12, 2021)
- Elaine Lafleur – Women in Trades (April 12, 2021 to present)
- Brent Dubray – Northern Saskatchewan
- Darcy Smycniuk – Ministry of Immigration and Career Training
- Leonard Manitoken – First Nations
- Wayne Stadnyk – Persons with Disabilities
- Drew Tiefenbach – Saskatchewan Polytechnic
- Brett Vandale – Métis

The Commission Board has adopted the following standing and ad hoc committee structure to facilitate the work of the Board. The Board Chair and Vice-Chair are ex-officio members to all Board Committees, except the Human Resources Committee of which they are members.

For more information about each Committee and the Terms of Reference, please visit the SATCC website at <http://saskapprenticeship.ca/about-us/commission-board/committees/>

Commission Board Standing Committees (as of June 30, 2021)

Audit and Finance Committee assists the Board by ensuring the adequacy and effectiveness of the financial reporting, internal controls and information management systems.

Membership

- Brett Vandale, Chair
- Mike Berkes
- Bryan Leier
- Dion Malakoff
- Leonard Manitoken
- Wayne Worrall

Governance Committee assists the Board by providing guidance and advice in relation to board governance, processes, policies and principles.

Membership

- Dana Paidel, Chair
- Wayne Stadnyk
- Jeff Sweet
- Alison Poelen
- Brett Vandale
- Karen Zunti

Human Resources Committee assists the Board by providing guidance and advice in relation to CEO Human Resource matters and any other matters delegated to it by the Board of Directors.

Membership

- Drew Tiefenbach, Chair
- Dana Paidel
- Jeff Sweet
- Brett Vandale
- Ian Knibbs

Trade Board Appointments Committee assists the Board by reviewing and developing recommendations for the appointment of members to Trade Boards and reviewing all minutes of the Trade Boards.

Membership

- Ian Knibbs, Chair
- Jessica Baldwin (July 1, 2020 to April 12, 2021)
- Elaine Lafleur (April 12, 2021 to present)
- Dana Paidel
- Ryan Cunningham
- Wayne Worrall

Current Board Ad Hoc Committees

The **Appeals Committee** assists the Board to uphold the integrity of the Saskatchewan apprenticeship system through the adjudication of disputes regarding certain decisions made by SATCC employees. This committee makes decisions based on the principles of administrative justice.

Membership is appointed by the Board Chair as required.

The **Standards Committee** assists the Board in considering issues related to standards of training, certification, examinations, curriculum and entrance requirements, and to provide guidance to Trade Boards on standards related to those issues.

Membership

- Mike Berkes
- Jessica Baldwin (July 1, 2020 to April 12, 2021)
- Elaine Lafleur (April 12, 2021 to present)
- Aaron Laughlin

The **Inclusion and Program Innovation Committee** assists the Board by providing guidance and advice in relation to inclusionary practices and innovation in apprenticeship programming. All members of the Commission Board are included in this Committee.

Management Discussion and Analysis

2020-21 Year in Review

COVID-19

In 2020-21, the SATCC continued to adapt to rapidly changing circumstances throughout the year due to the global pandemic, COVID-19. While some face-to-face services were impacted, the SATCC continued to serve clients remotely by telephone or online. At the start of the fiscal year (July 2020), the SATCC re-started services, such as examinations and psychoeducational assessments.

Once new safety measures were implemented, SATCC's physical offices re-opened Monday, July 13, 2020 after being closed to the public since March 2020. The SATCC installed plexiglass shields to separate staff and clients, and posted signage to remind staff and visitors of appropriate physical distancing and public health measures. Hand sanitizer and masks were also readily available for staff and client use.

Staff members continued to return to the physical workplace throughout the summer and all staff members returned by the end of August 2020.

Technical training resumed in September 2020, after being cancelled due to COVID-19 from March until June. The majority of technical training was delivered using a hybrid training model, a combination of online and in-person learning.

With COVID-19 cases on the rise in the fall of 2020, the SATCC began transitioning some staff back to a work-from-home model. Many staff worked in the office on a rotational basis. This model ensured the organization could maintain business continuity during the pandemic. Front-line staff continued to work from the office and serve clients; and the offices remained open to the public.

The 2020 Apprenticeship Awards, scheduled for Friday, December 4, 2020 at the Conexus Arts Centre in Regina, were cancelled in order to comply with COVID-19 public health measures on mass gatherings. The SATCC still determined winners for all award categories and sent them any trophies, certificates or scholarships they were entitled to. The SATCC announced winners in a news release and celebrated their accomplishments virtually via its website and social media channels December 4 and the days following.

On March 23, 2021, due to increased transmission risk in Regina and area, the Government of Saskatchewan issued updated public health orders for the city and surrounding communities. The local public health order remained in effect until Step One of the Government of Saskatchewan's Re-Opening Roadmap was implemented Sunday, May 30.

The SATCC's offices remained open to the public during this time. However, certification exam sittings located in Regina were cancelled and rescheduled for Monday, May 31, 2021 or later.

In response to this order, Saskatchewan Polytechnic suspended in-person learning at its Regina and Moose Jaw campuses until Monday, May 10, 2021. This resulted in a coordinated effort between Saskatchewan Polytechnic and the SATCC to reschedule in-person learning for either later in the year (as timing allowed) or for the 2021-22 training year. Apprentices dissatisfied with splitting up their training were also given the option to withdraw from training completely without penalty and attend a full training session at a later date.

In June 2021, COVID-19 cases were low and vaccination rates were on the rise. With the province's implementation of Step Three of its Re-Opening Roadmap on Sunday, July 11, all remaining public health measures, including the mask mandate, were lifted. Consequently, the SATCC announced its plan to return staff to the physical workplace over the summer. Some staff members began returning to the workplace as early as June.

In June 2021, the SATCC, in partnership with Saskatchewan Polytechnic, also developed plans to resume full face-to-face training for the majority of trades in the fall 2021.

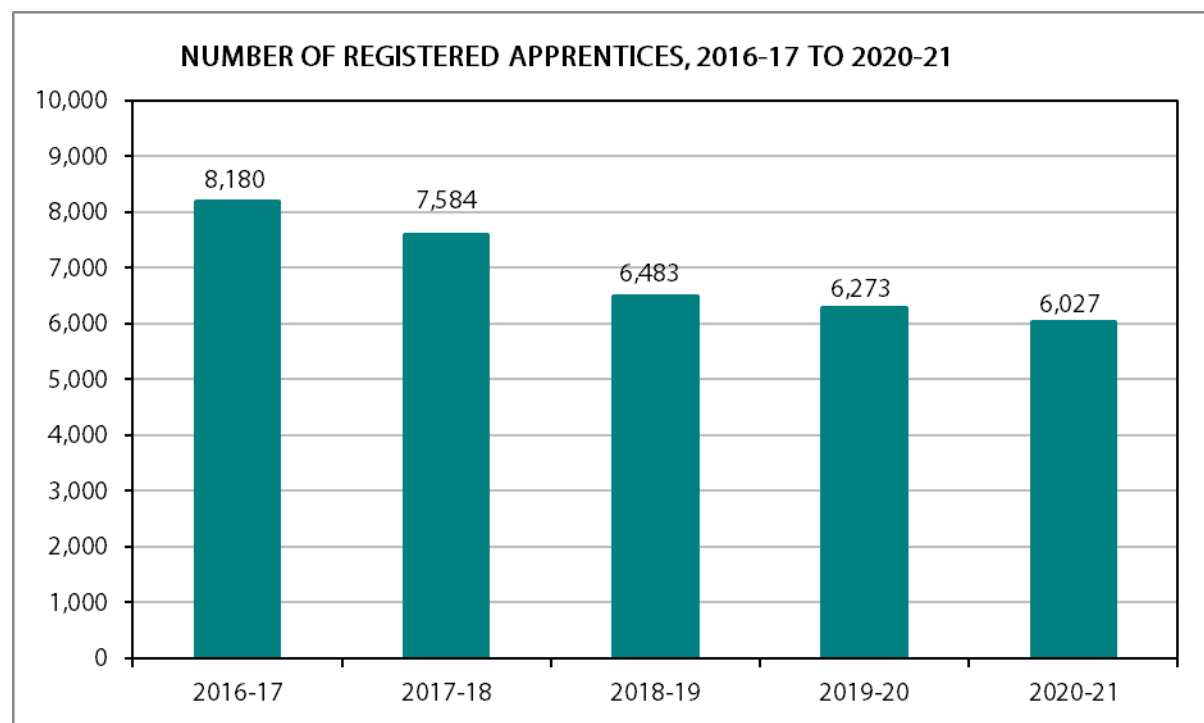
Key Apprenticeship Statistics

The provincial apprenticeship system closely follows the economic and labour market cycles in Saskatchewan. The demand for apprenticeship has steadily declined over the past few years. The total number of registered apprentices declined from the peak of 10,352 in 2013-14 to 6,027 as of June 30, 2021. The total number of apprentices registered has stabilized in recent years. The total number of apprentices is down four per cent from 2019-20.

New apprentice registrations declined in 2019-20 and stabilized in 2020-21. New apprentice registrations in 2020-21 were down less than one per cent from 2019-20.

Despite the pandemic, the number of journeyperson certificates issued increased 25 per cent over 2019-20. The SATCC was able to host an increased number of exam sittings in 2020-21.

APPRENTICESHIP STATISTICS - JULY 1 TO JUNE 30		
Variables	2019-20	2020-21
Newly Registered Apprentices	1,527	1,517
Completion of Apprenticeship Certificates	898	871
Journeyperson Certificates	805	1,006
Registered Apprentices at June 30, 2021	6,273	6,027
Apprentices Services Provided to	9,502	9,307
Employers with Registered Apprentices	2,086	2,093
Apprentices receiving Technical Training	3,402	3,823
Technical Training Fill Rate	75.3%	94.0%



Innovation in Training

Apprenticeship training providers delivered the majority of technical training via a hybrid training model, beginning in the fall of 2020. A hybrid model helped ensure the safety of technical training provider staff and apprentices by reducing the number of people on campus at any one time.

With a hybrid model, apprentices complete the theoretical portions of training online at home and the practical components on campus in a shop setting. Some face-to-face training is required for many designated trades due to their hands-on nature. Apprentices require experience and time with the various tools and equipment used in the trade under the supervision of an instructor.

The SATCC surveyed apprentices throughout the year to collect feedback on their experiences with hybrid training, establish a baseline, and inform decisions regarding the format of training moving forward. As of June 2021, nearly 500 apprentices had responded to the survey. Forty per cent reported being very or somewhat satisfied with their hybrid training experience, while 45 per cent reported being very or somewhat dissatisfied with hybrid training. Satisfaction varied depending on what level of training apprentices were enrolled in. Level 1 apprentices were the most satisfied with the hybrid model, while Level 4 apprentices were the least satisfied. Satisfaction also varied by trade. Carpenters were the most satisfied with hybrid training, while Plumbers were the least satisfied. Recommendations for improving hybrid training's effectiveness included: more in-person instruction; more time/longer classes; and better quality instructors.

The pivot to hybrid training was completed quickly in response to the pandemic. For many instructors (and apprentices), this was their first experience participating in a hybrid training format. The SATCC met with Saskatchewan Polytechnic regularly throughout the year to address issues raised by apprentices regarding hybrid training via anecdotal feedback and the Hybrid Training Survey.

A success story related to the hybrid training model is Parkland College's Industrial Mechanic (Millwright) training, taught at its Yorkton campus. At mid-year, the college consulted with the SATCC to transition from on-campus training to hybrid training. Apprentices alternated between online and in-person learning during the week. The change was made to help ensure apprentices' safety during the pandemic. However, the new format was so well-received that Parkland College and the SATCC decided to continue with this format for 2021-22 technical training year. This training worked well for apprentices attending Parkland College because all who attended lived within driving distance of the training institution.

Virtual Learning Strategist (VLS) Pilot Project

The Virtual Learning Strategist (VLS) pilot project assesses apprentices to determine what barriers they are facing that could impede their achievement of journeyperson certification. Examples of barriers include: essential skill gaps; study skill gaps; exam anxiety; and learning or sensory disabilities. Once participants are assessed, learning strategists develop a targeted plan to support the apprentices' progression through the apprenticeship system.

The VLS pilot project is a five-year project funded by Employment and Social Development Canada (ESDC) and launched by the Province of New Brunswick in 2018. New Brunswick has been partnering with other provinces to expand the project. The SATCC joined in 2019. Phase One concludes March 31, 2023.

Currently, in Saskatchewan, apprentices in the Carpenter, Construction Electrician and Plumber trades are participating. As of May 2021, there were more than 90 Saskatchewan apprentices registered in the program. Three participants have successfully earned their journeyperson certification. More participants are expected to complete as they move through their respective apprenticeship journeys. The target number of participants is 150 prior to March 31, 2023.

Trade Qualifiers

Experienced tradespeople in non-compulsory trades can apply to challenge the journeyperson certification exam as trade qualifiers. Tradespeople who have obtained credentials outside of Canada in trades that are compulsory in Saskatchewan may be eligible to challenge the certification exam upon assessment. If they qualify and pass the exam, they receive the same journeyperson certificate that apprentices registered in Saskatchewan receive when they successfully complete all of their apprenticeship requirements.

The apprenticeship pathway is the more common method for achieving journeyperson certification. However, the SATCC continued to raise awareness of the trade qualifier path in 2020-21 through its communications and marketing efforts, including paid advertising.

In 2020-21, there were 1,338 trade qualifiers in the system.

Programs

Indigenous Apprenticeship Initiatives (IAI)

As of June 30, 2021, Indigenous apprentices made up 18.1 per cent of the province's apprenticeship population and there were 6,027 apprentices registered in Saskatchewan. Of those apprentices, 1,089 identified as Indigenous.

According to data from the 2016 Census, 15.5 per cent of Saskatchewan's working-age population, aged 15-64, self-identifies as Indigenous, which means the proportion of Indigenous people registered as apprentices is actually higher than the proportion of Indigenous people among the province's working-age population.

INDIGENOUS STATISTICS - JULY 1, 2020 TO JUNE 30, 2021	
Variables	Total
Registered Indigenous Apprentices	1,089
First Nations	708
Métis	381
% Indigenous Apprentices of all Registered Apprentices	18.1%

To support the recruitment of Indigenous people into apprenticeship and the skilled trades, the SATCC administers and delivers the Indigenous Apprenticeship Initiative (IAI) program. This program funds initiatives that support Indigenous people interested in pursuing skilled trades careers. Projects include apprenticeship training and pre-employment trades training that is delivered within or nearby First Nation and Métis communities.

In 2020-21, \$271,160 was invested into five projects. Approved projects included an Enhanced Intro to Solar Installation (Dumont Technical Institute), a Trade Transitional Readiness program delivered in Onion Lake Cree Nation, a Carpentry Level 2 delivered by SIIT for Flying Dust First Nation and a Tiny Home project in Ocean Man First Nation was postponed a few times, however, the build is scheduled to be completed at the end of August 2021 (it was completed). 45 students participated in these programs and, in the case of the tiny house project, the Ocean Man First Nation chose to utilize the house as a teacher dwelling. This will assist the community in recruiting desirable teachers to the school, as they are able to provide a comfortable living space in their remote location.

The amount invested was less than the \$437,799 that was approved to be invested, since some projects were postponed or cancelled due to the pandemic. One project that was postponed in 2020 due to COVID-19, a tiny house project partnership between Ocean Man First Nation, Parkland College and Yorkton Tribal Council, resumed in March 2021 and was still in progress at the end of the fiscal year. It is expected to be completed by the fall of 2021. Another project, a pre-employment Carpentry training session to take place on the Big Island Cree Nation, was cancelled due to the pandemic.

INDIGENOUS APPRENTICESHIP INITIATIVE - JULY 1, 2020 TO JUNE 30, 2021	
Variables	Total
Indigenous Apprenticeship Initiatives (IAI)	5
Total IAI Project Expenditures	\$ 271,160

Saskatchewan Youth Apprenticeship (SYA)

The SATCC promotes careers in the skilled trades to high school students across Saskatchewan through the Saskatchewan Youth Apprenticeship (SYA) program.

SYA exposes students to opportunities in the skilled trades by requiring them to complete a series of activities aimed at raising their awareness of the skilled trades – everything from attending a career fair to interviewing a journey person to completing at least one day of on-the-job work experience.

Students who complete all three levels of SYA and register as an apprentice in Saskatchewan within five years of graduation receive significant benefits: their apprenticeship registration fee and Level 1 technical training tuition are waived and they receive 300 trade time hours.

In 2020-21, program growth slowed due to COVID-19 relative to the high rates of growth in participation in the years prior to the pandemic. Career fairs were cancelled or held virtually. SYA staff members served educators remotely, delivering presentations online.

At the end of 2020-21, 4,396 students were registered in SYA – an increase of five per cent over 2019-20. As of June 30, 27 per cent of SYA participants self-identified as female and 23 per cent self-identified as Indigenous.

SYA STATISTICS - JULY 1, 2020 TO JUNE 30, 2021	
Variables	Total
Registered youth apprentices	4,396
Registered SYA high schools	323
\$1,000 scholarships presented to graduating Grade 12 SYA students	100
SYA graduates entering apprenticeship	118
SYA graduates achieving journey person status	79

Initiatives

New IT System

The SATCC began work this year to replace its legacy IT system with a new, client-facing system called MyATC. The SATCC awarded a contract in September 2020 to Solvera Solutions (Solvera) to configure MyATC on the ServiceNow platform.

Development work on MyATC began in October 2020. Through the remainder of 2020-21, the SATCC's business requirements were confirmed, a significant portion of the core system was configured and work on integrations with external systems were completed. Additionally, data migration work to transfer data from the SATCC's legacy system to MyATC was well underway while various elements of the SATCC's change management plan were implemented.

The core system configuration, integrations, data migration and the change management plan, including implementing the training plan, will be completed in 2021-22. It is anticipated that MyATC will "go-live" before the end of 2021.

Harmonization

Saskatchewan continued to move forward on trades training harmonization in 2020-21. The project is more than 95 per cent complete. The goal of harmonization is to substantively align across the country:

- Use of the [Red Seal](#) trade name;
- Total number of training hours required in Red Seal trades;
- Total number of training levels required; and
- The sequencing of training content offered at each level.

Harmonization will:

- Increase apprentice mobility;
- Reduce barriers to certification; and
- Improve the efficiency of the apprenticeship system.

The harmonization initiative continued to adapt to the changing work landscape of COVID-19. Meetings and workshops continued to be held virtually. Deadlines continued to be adjusted to meet the needs of apprenticeship partners and industry. Work continued to progress as innovation and health restrictions allowed.

Building on the work of 2020-21 and previous years, the following harmonized training will be implemented in the fall of 2021:

- Changes to Level 1 technical training will be implemented for five of the six Red Seal trades designated in Saskatchewan (Motorcycle Technician is not designated) for Phase Six in the fall of 2021:
 - Bricklayer;
 - Glazier;
 - Instrumentation and Control Technician;
 - Parts Technician; and
 - Roofer.
- Changes to Level 2 technical training will be implemented for the five trades of Phase Five across the country in the fall of 2021. All five trades are designated in Saskatchewan:

- Automotive Refinishing Technician (sub trade) (Formerly: Automotive Painter);
 - Auto Body and Collision Technician (Formerly: Motor Vehicle Body Repairer (Metal and Paint));
 - Powerline Technician;
 - Cook; and
 - Hairstylist (Saskatchewan's training is a pre-employment model).
- Changes to Level 3 technical training were implemented for the five trades of Phase Four across the country in the fall of 2021. Three of those trades are designated in Saskatchewan (Rig Technician has been de-designated; Tool and Die Maker is not designated):
- Machinist;
 - Insulator (Heat and Frost); and
 - Refrigeration and Air Conditioning Mechanic.
- Changes to Level 4 technical training were implemented for the two trades of Phase Three in the fall of 2021. Both of these trades are designated in Saskatchewan:
- Landscape Horticulturist; and
 - Sheet Metal Worker.

Women in Trades

Women are an underrepresented group in the skilled trades. Encouraging women to pursue apprenticeships and careers in the skilled trades – particularly in trades where women are underrepresented – remains a priority for the SATCC.

Through its communications and marketing efforts, and through the Saskatchewan Youth Apprenticeship Program, the SATCC promotes women's involvement in the skilled trades. Female apprentices and tradespeople are featured in online ads and articles, and their accomplishments are celebrated at the Annual Apprenticeship Awards with the Wendy Davis Memorial Scholarship, an award given to a female who has achieved the highest mark on the journeyperson certification exam in a trade where women are underrepresented. The SATCC also supports third-party events and programming that promote the skilled trades as rewarding careers for women.

At the end of 2020-21, 10 per cent of Saskatchewan apprentices self-identified as female and five per cent of Saskatchewan apprentices were females registered in trades where women are underrepresented, which is consistent with the statistics across Canada. The *Registered Apprenticeship Information System* data for 2017, the most recent available year, indicates women represented 12 per cent of the apprentice population across Canada. Of the 4,396 high school students registered in the Saskatchewan Youth Apprenticeship program, 1,169 students (or 27 per cent) were female – a potentially positive indicator for the future.

Annual Apprenticeship Awards

The Annual Apprenticeship Awards celebrate the outstanding achievements of apprenticeship stakeholders, including new journeypersons, apprentices, employers and instructors. The in-person Annual Apprenticeship Awards were cancelled in 2020 due to the pandemic. Consequently, the SATCC did not raise any revenue through ticket sales or corporate sponsorships in 2020-21.

Winners were announced December 4, 2020. To view the full list of winners, please see the backgrounder of the 2020 news release: <https://www.saskatchewan.ca/government/news-and-media/2020/december/04/annual-apprenticeship-award-winners-announced>.

Some of the awards delivered include:

- **Outstanding New Journeyperson Award:** Awarded to the journeypersons who received the highest mark on the journeyperson certification exam in each trade the previous year.
- **Bruce Pearce Scholarship:** Presented to the journeyperson who achieved the highest mark on the certification exam among all the trades and also completed the Saskatchewan Youth Apprenticeship Program.
- **Wendy Davis Memorial Scholarship:** Presented to the female journeyperson who achieved the highest mark on the certification exam in a trade where women are underrepresented.
- **First Nations and Métis Scholarship:** Funded by the Commission Board of Directors, this award is presented to an Indigenous journeyperson who achieved the highest mark on the certification exam among all the trades.
- **George Pellerin Memorial Scholarship:** Presented to the new journeyperson who achieved the highest mark on the journeyperson certification exam among all the trades.
- **Scholarship for Journeypersons with Disabilities:** Presented to a new journeyperson experiencing a disability who has overcome barriers and has demonstrated commitment to their career in the skilled trades.
- **SYA Champion Award:** Delivered to educational professionals who serve as SYA Champions in their schools and have demonstrated an exceptional commitment to the program and the success of participating students.
- **Outstanding Instructor Award:** Nominated by apprentices or journeypersons and selected by a committee of industry representatives, this award recognizes an exceptional apprenticeship training instructor.
- **Artisan Award:** Presented to an individual for outstanding lifelong contributions to apprenticeship and the skilled trades in Saskatchewan.

2020-21 Performance Results

Introduction

The SATCC Board of Directors developed the [2017-22 Strategic Plan](#) in the fall of 2016 to ensure that strategic priorities identified continue to be relevant to the organization in the current environment. The 2017-22 Strategic Plan forms the basis of the 2020-21 business and operational planning.

The 2017-22 Strategic Plan identifies key strategies, the areas of highest priority and defines the major areas of focus and development the organization will pursue to achieve its Vision and Mandate.

Key operational initiatives, measures and targets are developed by SATCC Management to monitor progress towards achieving the strategies and goals. These are approved by the Board of Directors through the annual business planning process and form the basis for the performance management system contained in the Balanced Scorecard (BSC).



The overall progress made towards meeting the measures and targets in the BSC is reported through regular reporting to the SATCC Board of Directors during the year and the year end results in the section below as part of the Annual Report.

In order to measure progress, 32 measures were developed by management and the Board, which are included in the BSC. All measures are the same as in the 2019-20 BSC.

The targets for each performance measure were arrived at through a combination of methodologies and trend analysis of the latest information impacting the SATCC. The BSC is made up of two components:

- A set of performance measures; and
- A reference table which highlights each measure, the description and purpose, methodology and target explanation for the 2020-21 target. Please see Appendix G (Page 61) for this table.

Goal #1: Meet industry demand for a skilled and certified workforce in Saskatchewan

Measures	2019-20 ACTUAL	2020-21 TARGET	2020-21 ACTUAL	% of 2020-21 TARGET	2020-21 RESULT
Apprentice Registrations	1,527	1,500	1,517	101.1%	Achieved
Total Apprentices	6,273	5,800	6,027	103.9%	Achieved
Trade Qualifiers	630	1,000	1,338	133.8%	Exceeded
Technical Training Seats	4,453	4,300	4,065	94.5%	Progressed
Alternate Technical Training Available	10.5%*	95.0%	92.6%	97.5%	Progressed
Employer Consultations	4,402	4,000	4,243	106.1%	Exceeded
Trade Board Meetings	138	120	146	121.7%	Exceeded
Journeyman Certificates Issued	805	1,000	1,006	100.6%	Achieved
Red Seal Exam Pass Rate	71.0%	75.0%	66.0%	88.0%	Not Met
Real Completion Rate (RCR)	52.7%	60.0%	53.5%	89.2%	Not Met
Total Employers	2,086	2,100	2,093	99.7%	Progressed
Total Saskatchewan Youth Apprenticeship (SYA) Registrations (NEW)	4,187	4,200	4,396	104.7%	Achieved
Indigenous Apprentices	17.7%	17.0%	18.1%	106.5%	Exceeded
Female Apprentices	10.9%	11.0%	10.1%	91.8%	Progressed
Female Apprentices in Predominantly Male Trades (PMT)	5.2%	5.5%	5.2%	94.5%	Progressed
Visible Minority Apprentices	4.2%	4.5%	4.5%	100.0%	Achieved
Apprentices with Disabilities	6.8%	6.5%	6.9%	106.2%	Exceeded

* This number is restated from the original reporting in 2019-20, due to an administrative error.

Exceeded = 105% or greater than target; **Achieved** = 100% to 104% of target; **Progressed** = 90% to 99% of target; **Not Met** = Less than 90% of target.

The SATCC provides services to apprentices, tradespeople and employers to meet industry demand for a skilled and certified workforce. The measures and targets in this strategy reflect the focus the SATCC brings to supporting this achievement.

Between July 2020 and June 2021 the SATCC registered 1,517 apprentices (includes new and re-indentured apprentices). This is 1.1 per cent above the achieved target of 1,500 registered apprentices. The number of

registered apprentices is outside the control of the SATCC. However, it is an important measure to track because of the demand nature of the apprenticeship system. The number of registrations has a direct impact on other measures such as the total number of registered apprentices, the number of technical training seats required and the number of journeyperson certificates granted.

As of June 30, 2021, the total number of apprentices registered with the SATCC was 6,027. This is 3.9 per cent above the achieved target of 5,800 total apprentices. The number of apprentices in the system is, in part, dependent upon program progression. Progression requires apprentices to be employed in the trade, obtain enough workplace hours to meet the trade time hours requirements and successfully complete the levels of required technical training.

In 2020-21, there were 1,338 trade qualifiers engage in the certification system, which exceeded the established target of 1,000 by 33.8 per cent. The number of trade qualifiers engaged in the certification the system indicates the size of the SATCC client base requiring services in a given year. Due to the demand nature of the certification system, the total number of trade qualifiers in the certification system is outside the control of the SATCC. It is, however, a key operational indicator and an important variable to be considered in budgetary planning.

Apprentices must attend and pass technical training (typically eight weeks), accumulate the required hours of on the job training and pass the certification exam to achieve journeyperson certification. The number of apprentices registering as well as those exiting the system impacts the number of technical training seats required for apprentices. There were 4,065 technical training seats purchased which progressed towards the target of 4,300 seats, 5.5 per cent below the target and a decline from the number of seats purchased in 2019-20.

The SATCC puts resources towards enhancing alternative training options for apprentices and tradespeople and to keep training up to date and use new technologies and techniques. The SATCC tracks the number of alternative training seats available as a share of the total seats purchased. In 2020-21, the SATCC adapted its service delivery as a result of COVID-19. The high majority of technical training classes were delivered with a hybrid method using a mix of distance and in-person delivery of technical training. The 2020-21 actual results for alternative training delivery was 92.6 per cent, which progressed towards the target of 95.0 per cent. Despite not reaching the target, management believes it to be a significant achievement to deliver such a substantial amount of hybrid training. This could not have been accomplished without the support of its main training provider, Saskatchewan Polytechnic.

Employer consultations are the number of visits made to employer work sites by year-end to indicate the measure of service standards provided by field consultants to SATCC clients, both employers and apprentices. There were 4,243 visits conducted in 2020-21, which exceeded the 4,000 target consultations by 6.1 per cent but below the number of visits that were completed in 2019-20 as a result of public health restrictions that limited travel and .face-to-face engagement.

During 2020-21, there were 146 meetings held with industry boards which was above the target of 120 by 21.7 per cent. The increased number of meetings was largely the result of discussions around hybrid training delivery.

There were 1,006 journeyperson certificates issued from July 1, 2020 to June 30, 2021. This is 0.6 per cent above the established target of 1,000 certificates. It should be noted that, as the number of newly registered apprentices' rises and falls, so too will the number of journeyperson certificates. The number of certificates issued in 2020-21 was further impacted by the ability to deliver paper-based examinations (invigilated in face-to-face settings) being limited due to COVID-19 health restrictions.

Success on the Red Seal exam is the final step in an apprentice achieving journeyperson certification for most of the skilled trades in Saskatchewan. The SATCC reports the results for the previous calendar year as audited by Statistics Canada. Two-thirds (66 per cent) of Saskatchewan apprentices who wrote their Red Seal exam, successfully passed their exam in 2020. This result was a decline from 2019-20 and below the target of 75 percent by 12.0 per cent. This is also below the national average of 70 per cent.

The Real Completion Rate (RCR) is calculated based on a method that follows individuals through the system and divides the number of apprentices who complete Level One training in a given year by the number of those same apprentices who receive Journey person certification within two years after the expected end of their program. The completion rate for each compulsory and non-compulsory trade is calculated on an annual basis and then averaged. The target set for each is an average of the previous five years of results. In 2020-21, the RCR for all trades is 53.5 per cent, which is 6.5 per cent below the target of 60 per cent.

The number of employers engaged in the apprenticeship system at June 30, 2021 was 2,093. This is relatively consistent with the 2019-20 result and just below the target of 2,100 employers by 0.3 per cent. It should be noted this measure, technically speaking, under-represents the number of employers engaged in the apprenticeship system.

The SATCC continues to support people from underrepresented groups in becoming apprentices and contributing to the Saskatchewan labour market. There has been a slight decline in the number of apprentices in underrepresented groups with the softening of demand for apprenticeships.

A total of 1,089 Indigenous apprentices (708 were First Nations and 381 were Métis) were registered at year end. Indigenous apprentices comprised 18.1 per cent of all apprentices, which exceeds the target of 17.0 per cent by 6.5 per cent.

There were a total of 606 female registered apprentices as of June 30, 2021. Female apprentices comprised 10.1 per cent of all apprentices, which progressed toward to target of 11.0 per cent (8.2 per cent below the target). Over half of female apprentices registered (52.1 per cent) were registered in predominantly male trades. The 316 female apprentices in predominantly male trades comprised 5.2 per cent of all apprentices, progressing toward to target of 5.5 per cent (5.5 per cent below the target).

There were 270 visible minority apprentices registered to the end of the year, which is 4.5 per cent of all apprentices. This achieved the target of 4.5 per cent set for 2020-21. There were also 417 registered apprentices with disabilities, comprising 6.9 per cent of all apprentices. The target of 6.5 per cent set for this measure was exceeded by 6.2 percent. The number of apprentices with disabilities includes those apprentices who self-identify as having a physical disability and apprentices assessed with a learning disability.

Goal #2: Deliver high quality services relevant to stakeholders

MEASURES	2019-20 ACTUAL	2020-21 TARGET	2020-21 ACTUAL	% OF 2020-21 TARGET	2020-21 RESULT
Employer Satisfaction with Training	91.0%	N/A*	N/A*	N/A*	No Report
Apprentice Satisfaction with On-the-Job Training	90.0%	N/A*	N/A*	N/A*	No Report
Trade Levels Harmonized	17	20	20	100.0%	Achieved
Industry Response Time	99.6%	95.0%	100.0%	105.3%	Exceeded
Ratio Compliance	98.8%	95.0%	98.5%	103.7%	Achieved

N/A* - The Apprentice and Employer surveys are conducted on a two-year cycle, so the results are not available for this year.

Exceeded = 105% or greater than target; Achieved = 100% to 104% of target; Progressed = 90% to 99% of target;

Not Met = Less than 90% of target.

In 2020-21, the SATCC achieved or exceeded the targets in all measures under this strategy. There are no reports for the first two measures. The results for these measures are obtained by conducting the Apprentice and Employer Satisfaction Surveys every two years. The surveys were last conducted in fall 2019 for 2019-20 BSC. The next surveys will be administered in October 2021 and reported in 2021-22.

As part of the national harmonization effort, SATCC staff support the industry boards and collaborate with national, provincial and territorial partners to consult, develop and validate trade-specific information. The target reports harmonized technical training levels implemented as of the beginning of the technical training year. The target is 100 per cent achieved at 20 trade levels harmonized in 2020-21.

The SATCC's policy is to respond to 'industry issues' (i.e. apprentice and employers concerns/needs) within a 30-day time period. This measure tracks the SATCC's effectiveness at meeting this policy. As of year-end, 100.0 per cent of issues directed to field staff were completed within the 30-day time period. This exceeds the target of 95 per cent by 5.3 per cent.

The SATCC has mandated apprentice to journeyperson ratios within its regulations. This measure tracks how employers are complying with the regulations. The target is the year-to-date percentage of all in-compliance employers inspected by field staff. As of the end of June, 98.5 per cent of onsite employers inspected were in compliance with the relevant ratio. This level is 3.7 per cent above the achieved target of 95 per cent.

Goal #3: Engage, educate, equip and reward staff toward outstanding service and personal satisfaction

MEASURES	2019-20 ACTUAL	2020-21 TARGET	2020-21 ACTUAL	% OF 2020-21 TARGET	2020-21 RESULT
Investment in Training and Development (NEW)	N/A	1.3%	1.0%	76.9%	Not Met
Sick Leave (NEW)	N/A	5.5 days	2.7 days	150.2%	Exceeded
Employer Satisfaction with SATCC Services	94.0%	N/A*	N/A*	N/A*	No Report
Apprentice Satisfaction with SATCC Services	94.0%	N/A*	N/A*	N/A*	No Report
Employee Engagement	80.0%	80.0%	86.0%	107.5%	Exceeded

N/A* - The Apprentice and Employer surveys are conducted on a two-year cycle, so results are not available for this year.

Exceeded = 105% or greater than target; **Achieved** = 100% to 104% of target; **Progressed** = 90% to 99% of target; **Not Met** = Less than 90% of target.

The purpose of this strategy is to create organizational capacity at the SATCC in order to deliver high-quality client services while fostering employee engagement. Employees who like their work are critical to delivering high-quality services to clients.

Training and Development was one of two new measures introduced in 2020-21. The measure tracks dollars spent on staff training and development to equip staff to deliver high quality client service. The target of 1.3 per cent was not met this year due to limited ability of staff to access training as a result of COVID-19 public health measures. The actual target of 1.0 per cent was 23.1 per cent below the established target.

Sick Leave is the second new measure in 2020-21, tracking the average number of sick leave days taken per year per employee. This target for the measure was 5.5 days and was exceeded by 50.2 per cent (actual sick leave usage was 2.7 days). The majority of the SATCC's staff worked from home for significant periods in 2020-21 due to COVID-19 public health guidelines. This likely reduced sick leave usage by staff. The SATCC uses sick leave days as a proxy for employee engagement and the health of our workforce.

Management contracts with Inshtrix Research to administer an annual Employee Satisfaction survey. In the last survey, completed in October 2020, 86.0 per cent of employees strongly agreed or agreed with the following statement, "I find my work fulfilling and I look forward to coming to work each day." This exceeded the 80.0 per cent target by 7.5 per cent.

Management measures staff effectiveness with its clients through its biennial Apprentice and Employer Satisfaction surveys. Employers are asked to measure their satisfaction with six types of services provided. Typically, the SATCC staff score high on these measures. In 2020-21 there are no targets reported for Employer Satisfaction with SATCC Services and Apprentice Satisfaction with SATCC Services. The next surveys will be administered in October 2021 and reported in 2021-22.

Goal #4: Steward financial resources efficiently and effectively

MEASURES	2019-20 ACTUAL	2020-21 TARGET	2020-21 ACTUAL	% OF 2020-21 TARGET	2020-21 RESULT
Share of Registered Apprentices in Technical Training	56.2%	70.0%	67.4%	96.3%	Progressed
Technical Training Fill Ratio	75.3%	95.0%	94.0%	98.9%	Progressed
Sponsorship Revenue	\$41.2K	\$0K	\$0	N/A	No Report
Administrative Cost Change	23.4%	(1.3%)	(10.5%)	707.7%	Exceeded
Share of Non-Government Revenue (%)	15.7%	15.0%	15.3%	102.0%	Achieved

Exceeded = 105% or greater than target; **Achieved** = 100% to 104% of target; **Progressed** = 90% to 99% of target; **Not Met** = Less than 90% of target.

The SATCC closely manages its resources, both financial and non-financial, for all aspects of the apprenticeship system. In 2020-21 two targets for this strategy were exceeded while two progressed. There was no report for Sponsorship Revenue. The in-person Apprenticeship Awards was cancelled, eliminating the need to raise sponsorship from industry. The Saskatchewan Youth Apprenticeship (SYA) Scholarship fundraising efforts were also suspended in recognition of the financial impact of COVID-19 on industry.

The SATCC's practise of efficiently filling technical training seats generally continued. The Technical Training Fill Ratio was 94.0 per cent, or 1.0 per cent below the target of the 95 per cent in 2020-21. Management believes this to be a substantial achievement given the challenges in getting some apprentices to attend technical training. Some apprentices were reluctant to try hybrid training (e.g., some strongly prefer in-person learning and did not want to participate in distance learning) while other apprentices did not want to attend the in-person portion of training due to fears of COVID-19 exposure.

COVID-19 also had a slight impact on the Share of Registered Apprentices in Technical Training. The percentage of registered apprentices attending technical training in 2020-21 was 67.4 per cent. This was 2.6 per cent lower than the 70.0 per cent target for this year.

The Administrative Cost Change measure was also substantially impacted in 2020-21. The SATCC posted a decrease of 10.5 per cent in the Administrative Cost measure in 2020-21. This is 707 per cent above the target of a decrease of 1.3 per cent. Management closely monitored expenses but some expenses (e.g. board expenses, travel, postage, etc.) were down significantly due to COVID-19.

The Share of Non-Government Revenue was 15.3 per cent in 2020-21. This is 2.0 per cent higher than the 15 per cent target for 2020-21.

2020-21 Financial Highlights

Summary

The SATCC posted a surplus of \$269K for the fiscal year ending June 30, 2021. This is approximately \$1.267M more than the \$998K deficit posted in 2019-20. The change in the SATCC's financial situation is due to two factors:

1. A reduction of revenues of approximately \$835K. About \$200K of the difference is due to a reduction in budgeted revenues with the remainder due to lower-than-anticipated Client Fee revenue. The reduction in revenue partially offsets the expense savings noted below; and
2. A reduction in expenses of approximately \$2.102M. About \$468K is due to a reduction in budgeted expenses with the remainder due to reduce in-year expenses.

Total revenues were budgeted to decline in 2020-21 by approximately three per cent (2.6%), mainly due to lower client fees due to COVID-19. Actual total revenues in 2020-21 decreased by \$835K (3.4% lower than in 2019-20) mainly from the one-time funding of \$1.25M from the Government of Saskatchewan in 2019-20 offset by the increased Client Fees as cancelled courses from prior year were added to the current fiscal year.

Total expenses decreased by 8.2 per cent in 2020-21 relative to 2019-20, which is more than the 6.5 per cent budgeted decrease for 2020-21. The year-over-year decrease is a result of one-time expense charges of approximately \$1.4M in 2019-20 related to the exiting of the Apprenticeship Management System (AMS) IT project with the apprenticeship authorities in the Atlantic provinces and Manitoba. The SATCC expensed Work-in-Progress (WIP) from the AMS IT System project in 2019-20, which is no longer a factor in 2020-21. Further, lower training costs due to reduced demand for technical training and reduced expenditures in some expense line items due to COVID-19 reduced expenditures in 2020-21.

The SATCC had an accumulated surplus of approximately \$4.634M as at June 30, 2021. This is compared to \$4.365M in 2019-20.

Total Revenues

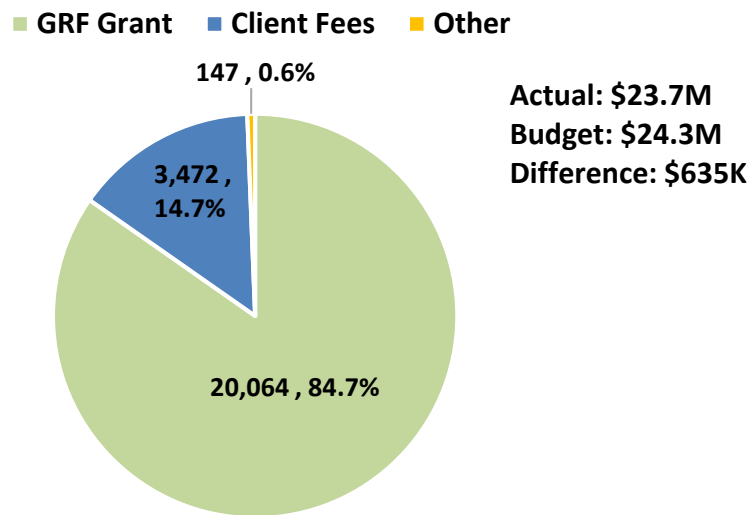
At \$24.3M, total revenues were budgeted to decline in 2020-21 by approximately three per cent (2.6%), compared to 2019-20. This is due to a budgeted decrease of \$1.25M in one-time funding in 2019-20 from the Ministry of Immigration and Career Training (ICT). This funding was provided in 2019-20 to reduce the financial impact of the withdrawal of the AMS project. This reduction in revenue was budgeted to be offset by an increase in Client Fees based on an anticipated increase in technical training and administrative services provided as the province began its recovery from COVID-19.

Actual total revenues of \$23.7M in 2020-21 were 3.4 per cent lower than in 2019-20. While Client Fees increased relative to 2019-20, they did not increase as much as was budgeted as the number of technical training seats purchased was less than anticipated.

The net impact of these changes is to increase the General Revenue Fund (GRF) Grant's share of the SATCC's total revenue from the historical range of 75 per cent to 80 per cent to approximately 85 per cent (84.7%) in 2020-21. Client Fees share of total revenues in 2020-21 declined from its traditional approximate one-fifth share of the SATCC's total revenues to approximately 15 per cent (14.7%).

SATCC Revenue: 2020-21

(All Values in Thousands of Dollars Unless Otherwise Stated)



GRF Grant Revenue

The GRF Grant received from ICT decreased from \$21.314M in 2019-20 to \$20.064M in 2020-21. This is a decrease of \$1.25M or 5.9 per cent. The decrease in the Grant is due to the one-time funding of \$1.25M to offset the financial impacts of withdrawing from the AMS IT system project in 2019-20.

Client Fees

The SATCC generated \$3.472M in fees for tuition and administrative services in 2020-21. This represents an increase of \$734K over the \$2.738M raised in Client Fees in 2019-20. The significant increase in Client Fees is due to two factors.

Apprentice demand for technical training increased in 2020-21 despite purchasing less technical training seats than in 2019-20. The SATCC purchased 4,065 seats in 2020-21 compared to the 4,453 seats purchased in 2019-20.

This outcome is due to the SATCC's COVID-19 response in 2019-20. Management cancelled training in spring 2020 due to COVID-19 resulting in approximately \$1.6M in tuition in 2019-20. The result was the SATCC's 'fill rate' of technical training seats fell to approximately 75 per cent, which is well below its historical norms. However, the SATCC still purchased the cancelled training seats so its training providers were not negatively impacted financially.

The SATCC resumed technical training in fall 2020 with a combination of hybrid technical training (i.e., a split of distance delivery and in-person training) and/or regular full in-person training. While some courses were cancelled due to COVID and/or a lack of demand, the SATCC increased its fill rate back to its traditional approximate 95 per cent level (94%) in 2020-21. This factor, plus an increased number of registrations and exams, are the reason that Client Fee revenue increased despite a decrease in training seats purchased.

Other Revenues

Industry Contributions

The Saskatchewan Youth Apprenticeship (SYA) Industry Scholarship fund received \$0 in industry contributions and redeemed \$53K in scholarships to apprentices in 2020-21. The SATCC transferred the \$53K difference from the SYA Industry Scholarship fund and recognized it as revenue in 2020-21 to pay for the scholarship expense.

Products and Services

Revenue from Products and Services declined from \$220K in 2019-20 to \$86K in 2020-21. Almost all of this difference is due to a change in how the SATCC receives its approximate \$150K in funding from ICT to provide learning disability assessment services to apprentices. In previous years, ICT would provide the funding to the SATCC through a separate contractual agreement. Beginning in 2019-20, this funding was included in the GRF Grant to the SATCC. In 2020-21, Products and Services revenue of \$86K was 56.8 per cent above the \$55K budgeted for the year.

Interest

Revenue from interest payments is approximately \$8K in 2020-21, down significantly from the \$106K in 2019-20. The decrease is due to substantially lower interest rates.

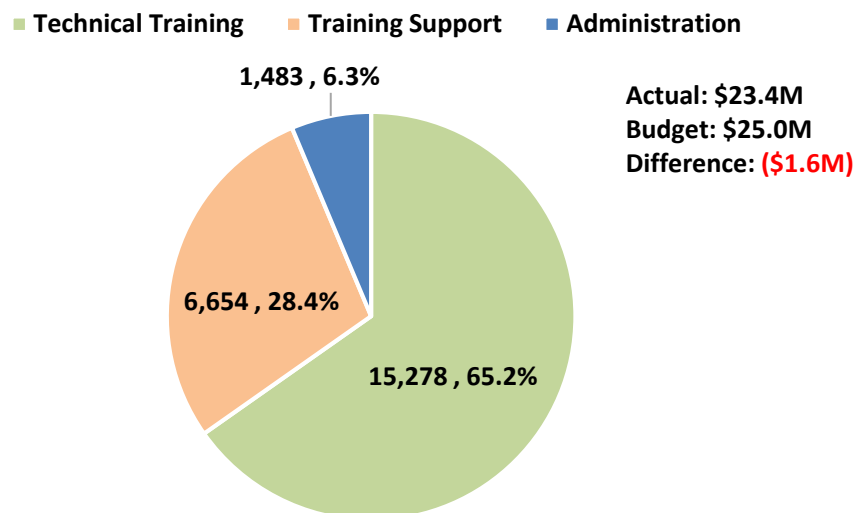
Total Expenses

Total expenses were \$23.415M in 2020-21, which is approximately \$2.1M less than the \$25.516M in 2019-20. The SATCC was also under its total expense budget of \$25.049M by 6.5 per cent, or approximately \$1.6M, in 2020-21.

Technical Training costs comprise approximately 65 per cent (65.2%) of the SATCC's total expenses. Training Support expenses represent approximately 30 per cent of total expenses (28%) with the remainder, approximately seven per cent, coming from Administration expenses.

The next section highlights the results in the most important expenditure categories within each of the three general categories in the chart.

SATCC Expenses: 2020-21



Technical Support (Program Contractual Services)

The SATCC purchased \$15.278M worth of training from its training providers in 2020-21. This is approximately 3.2 per cent (\$513K) less than the \$16.077M worth of training purchased in 2019-20.

The main cause for the decrease in training expenditures is a decrease in the number of training seats purchased. The SATCC purchased 4,065 seats in 2020-21 compared to 4,453 seats in 2019-20. This represents a decrease of 388 seats or 8.7 per cent less than the previous year. This is also lower than the anticipated decline in the number of training seats budgeted to be purchased of 4,337 seats relative to 2019-20 actual seats purchased.

Price increases by training providers, in part because of increased costs due to adhering to COVID-19 health and safety protocols, put an upward pressure on expenditures on technical training. Increased pricing for technical training partially offset the impact of the decrease in the volume of training noted above had on the total cost of this expenditure category.

Training Support

Salary and Personnel Expenses

Salary costs were \$5.319M in 2020-21. This is 2.9 per cent lower than the \$5.479M in 2019-20 and is 5.6 per cent lower than the \$5.636M in the 2020-21 Budget. These results are somewhat influenced by the MyATC IT project. Specifically, in October 2020, the SATCC commenced the MyATC IT project to replace its legacy IT system. As a result, the SATCC experienced a decrease in salary expense of \$211K related to staff salaries that was included in Work-in-Progress (WIP) in 2020-21.

Other Contractual Services

The SATCC spent \$1.334M in this category in 2020-21. This was 0.5 per cent higher than the \$1.327M recorded in 2019-20 but 4.4 per cent lower than the \$1.395M in the 2020-21 Budget. The modest increase in this category is mainly due to internal audit fees and system consulting fees related to the MyATC project offset by lower legal fees compared to prior year.

Administration

Board Expenses

Board expenses were \$65K in 2020-21, down 42.0 per cent from the \$111K in 2019-20. The reduction in this category is directly attributable to reduced travel-related expenses for meetings due to hosting meetings with video conferencing software due to COVID-19.

Travel

Travel decreased 63.6 per cent from \$163K in 2019-20 to \$59K in 2020-21. Similar to the previous category, staff travel costs were reduced significantly as the SATCC adapted its work with industry to adhere to COVID-19 health and safety protocols.

Telephone

Expenditures in this category decreased from \$82K in 2019-20 to \$71K in 2020-21, a decrease of 14.3 per cent. The decrease is due to reducing the number of staff with both regular telephones (i.e. "landlines") and mobile devices.

Advertising, Promotion and Printing

The SATCC reduced its expenditures in this category from \$551K in 2019-20 to \$382K in 2020-21. The reduction in expenses is due to savings from less media placement and production as well as hosting virtual awards and scholarships events, rather than its traditional in-person gala, due to COVID-19.

Space Rental

Space rental costs increased from \$544K in 2019-20 to \$619K in 2020-21, an increase of 13.8 per cent. This is mainly due to increased costs to rent additional space in hotels due to an increased number of certification examinations as a result of COVID-19 restrictions (e.g. the number of exam writers in a given exam was reduced by over half because of physical distancing requirements. This led to the number of exam sessions increasing). Additionally, the increase in this category is partially due to planned increases in prices for office space as per the lease agreements.

Office Supplies

Costs for office supplies increased from \$56K in 2019-20 to \$73K in 2020-21, an increase of 30.9 per cent. Fewer supplies were purchased with staff working virtually from home during COVID-19 offset by purchases of reference material.

Postage, Courier and Freight

Expenditures in this category decreased from \$92K in 2019-20 to \$55K in 2020-21, a decrease of 40.1 per cent. Mail volume was reduced as business processes to communicate virtually with clients were adopted.

Other Expense

Other Expense was \$103K in 2020-21 compared to \$622K in 2019-20. The 2019-20 value in this category is mostly attributable to one-time expenses incurred as a result of the SATCC's withdrawal from the AMS IT system project. Expenses in this category approximately returned to its budgeted amount (\$121K) in 2020-21.

Amortization

Amortization increased slightly (1.4%) in 2020-21 compared to prior year. The SATCC exited the AMS IT system project in 2019-20 and recorded an impairment loss of \$636K to clear the accumulated Work-in-Progress (WIP) in prior year.

COVID-19 Financial Impact

The net financial impact of COVID-19 to the SATCC in 2020-21 is estimated at approximately \$782K based on estimated reduction of revenues of \$86K and increased estimated costs of \$696K.

The SATCC had a reduction in revenue of \$86K resulting from class cancellations due to instructors or students contracting COVID-19, increased restrictions in the Regina area in spring 2021, and/or the SATCC refunded tuition to apprentices who did not want to attend technical training due to COVID-19.

The SATCC operated with a hybrid training model with Saskatchewan Polytechnic due to COVID-19. Under the hybrid model, apprentices completed the theory portion of technical training via distance delivery while the practical portion of training was completed in the traditional in-person format with enhanced safety protocols (e.g. social distancing, masking, frequent cleaning, etc.). On average, the theory portion comprised about half of a course with the in-person the remaining half (although this ratio varied significantly by trade and level of technical training). All other technical training providers delivered technical training fully in-person with enhanced COVID-19 health and safety protocols.

The SATCC faced increased costs to course delivery because of COVID-19. The SATCC paid Sask. Polytechnic for the delivery of training materials to apprentices in advance of the beginning of the distance-delivery portion of hybrid technical training. Training providers faced increased sanitation costs due to the COVID-19 health and safety protocols. Further, class size restrictions in certain trades led to an increased number of classes with smaller class sizes which increased instructional costs as well as exam space costs. In total, the SATCC estimates technical training costs were approximately \$668K higher due to COVID-19 related costs.

To ensure the safety of employees and the public, the SATCC also installed physical barriers and extra personal protective equipment at the regional and district offices costing approximately \$28K. Further costs such as communication, computer hardware, software and other equipment and accessories necessary to transition to remote work and on-line instructions were not separately tracked. These costs were offset by decreases in travel, office supplies, printing, courier and freight costs due to COVID-19.

2020-21 Budget to Actual

The SATCC budgeted a deficit of \$731K in 2020-21 based on revenues of approximately \$24.318M and expenses of approximately \$25.049M (including amortization of approximately \$25K). The SATCC recorded a surplus of approximately \$269K. The surplus is based on lower-than-budgeted expenses partially offset by lower-than-budgeted revenues.

At \$23.683M, revenues were \$634K lower than budget. This is mainly due to the approximate \$587K reduction in Client Fees due to COVID-19 and the reduction in interest revenue.

At \$23.414M, the SATCC's expenses were approximately \$1.6M less than budgeted. Technical training costs were approximately \$800K less than budgeted, about half of the total expense reduction, due to less training seats purchased than expected. The SATCC budgeted purchasing 4,453 training seats but actually purchased fewer than 4,100 seats (4,065).

Salary expenditures were lower than budget by approximately \$317K representing about one-fifth of the total expense reduction. Salary expenditures were lower than budget mainly due to MyATC project salary capitalization and from vacancies due to turnover of staff at various positions.

The remainder of the expense savings come from a variety of expense categories that are less-than-budgeted due to reduced expenses as a result of COVID-19. For example, Advertising, Promotion and Printing expenses in 2020-21 were \$159K under budget. Awards and scholarships event cancellations and media placement and production were reduced due to COVID-19 related activities. Almost all of the remaining expense categories are less than budgeted due to reduced expenditures as a result of the suspension of face-to-face services due to COVID-19.

2020-21 Accumulated Surplus

As of June 30, 2021, the SATCC had an accumulated surplus of approximately \$4.638M comprised of both financial and non-financial assets. This is higher than the accumulated surplus of \$4.365M as at June 30, 2020.

Net financial assets comprise approximately \$3.875M of the total accumulated surplus while non-financial assets are approximately \$758K as of June 30, 2021. The SATCC's net financial assets are comprised of:

- Approximately \$322K in assets designated for the Indigenous Apprenticeship Initiatives (IAI) fund;
- The SATCC has allocated \$558K in a restricted fund for an IT system project to replace its current legacy IT system;
- The Commission Board's policy requires a minimum of one month of operating expenses, not including technical training costs, to be maintained as an operational reserve (based on expenses from the previous year's audited financial statements). The minimum surplus in 2020-21 is \$654K; and
- Undesignated financial assets of approximately \$2.342M.

The Saskatchewan Youth Apprenticeship (SYA) Industry Scholarship Program has more than enough financial assets to cover its expected future obligations. There is an approximate \$132K surplus in the SYA Industry Scholarship Program of June 30, 2021. In previous years, when future obligations were greater than financial assets, management listed the difference as a designated asset within its accumulated surplus. The value listed for the SYA fund in the list of designated assets is \$0 since there are sufficient assets to cover the obligations.

2021-22 Budget Overview

The 2021-22 Budget projects a deficit of \$1.338M. This is because revenues are expected to increase less than the increases in expenses in the coming year.

Total revenues are expected to increase from \$23.683M in 2020-21 to \$25.541M in 2021-22. This is an increase of approximately \$1.9M and is a 7.8 per cent increase. The GRF Grant will increase by \$1.68M of one-time funding in 2021-22 for delivering three initiatives:

- \$1.5M to build approximately 10 tiny homes through the Indigenous Apprenticeship Initiative (IAI) program;
- \$150K to partner with the Saskatoon Industry Education Council (SIEC) to develop 'teach-the-teacher' kits to promote awareness of the skilled trades and the apprenticeship system with youth in the province's school systems through the Saskatchewan Youth Apprenticeship (SYA) program; and
- \$30K to purchase virtual reality (VR) glasses kits to allow users to experience "working in the trades" virtually. The SYA staff will use these at school presentations, career fairs and 'try-a-trade' events to provide exposure to the skilled trades to students across the province.

The 2021-22 Budget assumes 4,173 technical training seats will be purchased in 2021-22, which is more than the 4,065 seats purchased in 2020-21. Client Fees are expected to increase to \$3.702M in 2020-21 from \$3.472M in 2020-21. There are no planned changes to tuition or administrative fee rates in 2021-22.

Total expenses are budgeted at \$26.879M in 2021-22. This is an increase of approximately \$3.5M, or 14.8 per cent, compared to the \$23.415M in total expenses in 2020-21.

Salaries and Personnel are anticipated to increase from \$5.319M in 2020-21 to \$5.814M in 2021-22, or by 9.3 per cent, based on full staffing (i.e. no vacancies) and inflationary increases for staff. This amount is higher than current year due to MyATC system project salary capitalization in 2020-21.

Program Contractual Services is expected to increase from \$15.3M in 2020-21 to \$17.5M in 2021-22. The bulk of the increase is due to the one-time funding of \$1.5M for the Tiny Home Project with the IAI program mentioned above. The remainder of the increase is based on a combination of price increases to training providers and the additional volume of seats purchased.

Other Contractual Services are expected to increase from \$1.334M in 2020-21 to \$1.468M in 2021-22 or 10.0 per cent. The SATCC expects to have an increase in IT system development, system consulting and support for the MyATC IT system.

The majority of the remaining expense line items are expected to rebound in 2021-22 from the lows posted in 2020-21 due to COVID-19. In addition, expenses for the GRF funding for the SYA projects (e.g. the Teaching Kits and Virtual Reality Kits) are included in the Communications budget to offset funding revenues received in 2021-22.

Financial Results

Management Report

September 29, 2021

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Financial statements are not precise because they include certain amounts based on estimates and judgments.

Management has ensured the financial statements are presented fairly in all material respects. The financial information presented elsewhere in the annual report is consistent with that in the financial statements. Management has ensured the organization is in compliance with the provisions of legislation and related authorities.

Management maintains a system of internal controls over accounting and administrative practices to ensure the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the financial statements and, primarily through its Audit and Finance Committee, ensures that management fulfills its responsibilities for financial reporting. The Audit and Finance Committee is appointed by the Board and is composed of directors who are not employees of SATCC.

The Audit and Finance Committee meets periodically with management and the Provincial Auditor to discuss internal controls, auditing matters and financial and reporting issues to satisfy itself that each party is properly discharging its responsibilities. The Audit and Finance committee reviews the financial statements and the Provincial Auditors' report and reports its findings to the Commission Board for its consideration when approving the financial statements for issuance.

The financial statements have been audited by the Provincial Auditor of Saskatchewan in accordance with Canadian generally accepted auditing standards. The Provincial Auditor's report follows.



Jeff Ritter
Chief Executive Officer



INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

Opinion

We have audited the financial statements of the Saskatchewan Apprenticeship and Trade Certification Commission, which comprise the statement of financial position as at June 30, 2021, and the statements of operations, change in net financial assets, and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Saskatchewan Apprenticeship and Trade Certification Commission as at June 30, 2021, and the results of its operations, change in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Saskatchewan Apprenticeship and Trade Certification Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the *Saskatchewan Apprenticeship and Trade Certification Commission Annual Report for 2020-21*, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or any knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in this auditor's report. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Saskatchewan Apprenticeship and Trade Certification Commission's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Saskatchewan Apprenticeship and Trade Certification Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Saskatchewan Apprenticeship and Trade Certification Commission's financial reporting process.



Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Saskatchewan Apprenticeship and Trade Certification Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Saskatchewan Apprenticeship and Trade Certification Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Saskatchewan Apprenticeship and Trade Certification Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control identified during the audit.

Regina, Saskatchewan
September 29, 2021

Tara Clemett, CA, CPA, CISA
Acting Provincial Auditor
Office of the Provincial Auditor

Statement 1

Saskatchewan Apprenticeship and Trade Certification Commission
Statement of Financial Position
As at June 30, 2021

	<u>2021</u>	<u>2020</u>
Financial Assets		
Due from GRF (Note 3)	\$ 5,950,390	\$ 5,428,656
Accounts Receivable (Note 6)	25,173	42,302
	<u>5,975,563</u>	<u>5,470,958</u>
Liabilities		
Accounts Payable and Accrued Liabilities	470,826	307,924
Accrued Leave Liabilities	348,032	305,095
Deferred Revenue (Note 7)	699,300	1,470
Deferred Contributions (Note 8)	582,027	634,360
	<u>2,100,185</u>	<u>1,248,849</u>
Net Financial Assets (Note 10)	<u>3,875,378</u>	<u>4,222,109</u>
Non-Financial Assets		
Tangible Capital Assets (Schedule 1)	646,618	51,798
Inventory of Promotional Supplies	5,792	7,712
Prepaid Expenses	106,006	83,195
Total Non-Financial Assets	<u>758,416</u>	<u>142,705</u>
Accumulated Surplus (Statement 2)	<u>\$ 4,633,794</u>	<u>\$ 4,364,814</u>

(See accompanying notes to the financial statements)

Contractual Obligations (**Note 9**)

Statement 2

Saskatchewan Apprenticeship and Trade Certification Commission
Statement of Operations
For the Year Ended June 30, 2021

	2021 Budget (Note 12)	2021 Actual	2020 Actual
Revenue			
Grants - General Revenue Fund	\$ 20,064,000	\$ 20,064,000	\$ 21,314,000
Grants – Government of Canada	-	-	93,859
Client Fees	4,058,941	3,472,180	2,738,351
SYA Contributions	20,000	53,000	46,000
Products and Services	55,000	86,252	220,146
Interest	120,000	8,081	105,801
Total Revenue	24,317,941	23,683,513	24,518,157
Expense			
Salaries and Personnel	5,636,040	5,319,372	5,478,741
Program Contractual Services	16,077,216	15,277,706	15,790,304
Other Contractual Services	1,395,540	1,334,450	1,327,478
Board Expenses (Note 11)	132,400	64,583	111,376
Travel	200,050	59,373	162,927
Telephone	96,000	70,540	82,339
Advertising, Promotion and Printing	541,500	382,473	550,606
Space Rental	580,000	618,798	543,768
Equipment Rental	37,200	27,278	34,198
Office Supplies	81,600	73,469	56,106
Postage, Courier and Freight	125,000	55,104	92,000
Other	121,370	103,165	622,383
Impairment Loss (Schedule 1)	-	-	636,411
Amortization	25,000	28,222	27,819
Total Expenses	25,048,916	23,414,533	25,516,456
Annual Surplus (Deficit)	(730,975)	268,980	(998,299)
Accumulated Surplus, Beginning of Year	4,364,814	4,364,814	5,363,113
Accumulated Surplus, End of Year (to Statement 1)	\$ 3,633,839	\$ 4,633,794	\$ 4,364,814

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Statement of Change in Net Financial Assets
For the Year Ended June 30, 2021

	2021 Budget (Note 12)		2021 Actual		2020 Actual
Annual Surplus (Deficit)	\$ (730,975)	\$	\$268,980	\$	(998,299)
Acquisition of Work-In-Progress	-		(603,296)		-
Acquisition of Tangible Capital Assets	(25,000)		(19,747)		(14,153)
Write-down of Work-In-Progress	-		-		636,411
Amortization of Tangible Capital Assets	25,000		28,222		27,819
	<u>-</u>		<u>(594,821)</u>		<u>650,077</u>
Acquisition of Prepaid Expenses	19,536		(22,811)		(4,189)
Use of Inventory of Promotional Supplies	-		1,920		4,401
	<u>19,536</u>		<u>(20,891)</u>		<u>212</u>
(Decrease) in Net Financial Assets	(711,439)		(346,731)		(348,010)
Net Financial Assets, Beginning of Year	<u>4,222,109</u>		<u>4,222,109</u>		<u>4,570,119</u>
Net Financial Assets, End of Year	<u>\$ 3,510,670</u>	\$	<u>3,875,378</u>	\$	<u>4,222,109</u>

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Statement of Cash Flow
For the Year Ended June 30, 2021

	<u>2021</u>	<u>2020</u>
Operating Activities:		
Cash Receipts from General Revenue Fund	\$ 20,064,000	\$ 21,314,000
Cash Receipts from Government of Canada	-	93,859
Cash Receipts from Clients	4,163,800	2,080,286
SYA Contributions Received	1,448	30,237
Receipts from Sales of Products and Services	114,322	242,451
Interest Received	12,496	122,930
Cash Paid to Employees	(5,276,840)	(5,297,736)
Cash Paid to Provide Program Services	(15,325,024)	(15,960,713)
Cash Paid to Suppliers	(2,609,425)	(3,765,953)
Cash Provided (Used) by Operating Activities	1,144,777	(1,140,639)
Capital Activities:		
Purchase of Work in Progress	(603,296)	-
Purchase of Tangible Capital Assets	(19,747)	(14,153)
Cash Used in Capital Activities	(623,043)	(14,153)
Increase (Decrease) in Cash	521,734	(1,154,792)
Due from GRF, Beginning of Year	5,428,656	6,583,448
Due from GRF, End of Year	\$ 5,950,390	\$ 5,428,656

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission

Notes to the Financial Statements

For the Year Ended June 30, 2021

1. Description of Business

Effective October 1, 1999, the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) was established as an entity by *The Apprenticeship and Trade Certification Act, 1999*. The Act was amended in 2020 and is now referred to as *The Apprenticeship and Trade Certification Act, 2019*. The SATCC is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the SATCC is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

2. Significant Accounting Policies

These financial statements are prepared in accordance with generally accepted accounting principles as recommended by the Public Sector Accounting Board of CPA Canada and reflect the following significant accounting policies. Remeasurement gains and losses have not been recognized in a statement of remeasurement gains and losses because it does not have financial instruments that give rise to material gains or losses.

a) The Basis of Accounting

The accounts are prepared on the accrual basis of accounting.

b) Revenue

The revenue of the SATCC comes from several sources. Monies are provided by the General Revenue Fund (Ministry of Immigration and Career Training) to operate the SATCC and train apprentices. In 2019-20, the SATCC received funding from the Government of Canada for the Saskatchewan Youth Apprenticeship (SYA) project. This project is discontinued. In 2020-21, the SATCC did not receive funding from the Government of Canada for the SYA Project. The SATCC charges client fees, comprised of tuition and administrative fees, to apprentices for training and other services provided. The SATCC receives industry contributions for the SYA Industry Scholarship Program. Monies are also collected from the sale of services and interest revenue.

Restricted contributions are deferred and recognized as revenue in the year in which the related expense is incurred. Amounts received for tuition fees, and products and services are recognized as revenue in the year that the goods are delivered or services are provided. Government transfers are recorded as revenue in the year they are authorized, any eligibility criteria are met and a reasonable estimate of the amount can be made except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability.

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets.

d) Inventories

Inventories of promotional supplies are valued at cost and are expensed as they are consumed.

e) Tangible Capital Assets

Tangible capital asset purchases are recorded at cost, which includes all amounts that are directly related to acquisition, installation, development, construction, improvement, or betterment of the assets.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2021

Tangible capital assets are amortized on a straight-line basis over the following estimated useful life of the asset.

Computer Application Software	3 years
Computer Hardware	3 years
Office Equipment	5 years
System Development	10 years or life of contract
Office Furniture	5 years
Leasehold Improvements	Life of Lease

f) Measurement Uncertainty

These statements are prepared in conformity with Canadian public sector accounting standards. These standards require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates. Differences are reflected in current operations when identified. The impact of the COVID-19 pandemic adds an additional level of uncertainty for the measurement of certain assets and liabilities recorded in these financial statements, including the valuation of accounts receivable.

g) Accounting Changes not yet in Effect

PS 3400 Revenue. This Section establishes standards on how to account for and report on certain revenue. It will become effective fiscal years starting after April 1, 2023.

h) COVID-19 Impact

COVID-19 continued to impact the Commission's financial results in 2020-21. The Commission had reduction in revenue because of class cancellations due to COVID-19. Additionally, some apprentices declined to attend technical training because of COVID-19. While most seats were filled, the Commission was not able to fill all seats and had a reduction in revenue as a result.

The COVID-19 pandemic caused increased expenses to the Commission from the training providers. Sask. Polytechnic operated with a "hybrid" training model resulting in increased number of classes, smaller class sizes, and increased instructional costs and exam space costs. Additional expenses related to enhanced COVID-19 health and safety protocols with other technical training providers also resulted in higher expenses for the Commission.

3. Due from GRF

The monies of the SATCC are deposited in the General Revenue Fund (GRF). Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis using the Government's thirty-day borrowing rate and the SATCC's average daily account balance. The average rate for the period July 1, 2020 to June 30, 2021 was 0.12 per cent (2020 - 1.38%).

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2021

4. Related Party Transactions

These financial statements include transactions with related parties. The SATCC is related to the SATCC Board, Trade Boards, and key management personnel and their close family members, and entities controlled by, or under shared control of any of these individuals. SATCC is related also to all Saskatchewan Crown agencies, such as ministries, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the SATCC pays Provincial Sales Tax to the Ministry of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The SATCC has not been charged with any administrative costs associated with administrative services provided by the Ministry of Immigration and Career Training and the Ministry of Finance. Also, the Ministry of Finance paid for the employee benefits of the SATCC.

The following table summarizes the SATCC's transactions with other Government agencies that are not separately disclosed in the financial statements. These transactions are in the normal course of operations and are recorded at agreed upon exchange amounts.

		2021	2020
Expenses			
Conexus Arts Centre (Sask. Centre of the Arts)	\$	-	\$ 21,395
Ministry of Central Services		600,829	663,350
North West College		28,490	-
Parkland College		189,844	159,848
SaskTel		69,558	81,360
SaskPower		180,603	488,949
Saskatchewan Polytechnic		13,393,650	13,849,560
Southeast College		457,719	107,493
Tourism Saskatchewan		11,552	20,940
Western Trade Training Institute		175,166	166,365
Other Related Party Transactions		9,721	38,496
	\$	15,117,133	\$ 15,597,756
Accounts Payable	\$	89,748	\$ 126,704
Accounts Receivable	\$	1,476	\$ 6,471

Other transactions and amounts due to and from related parties are described separately in the financial statements and notes.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2021

5. Financial Instruments

The SATCC's financial instruments include: Due from GRF; accounts receivable; accounts payable and accrued liabilities; and accrued leave liabilities. Due from GRF is recorded at cost. Accounts receivable, accounts payable and accrued liabilities, and accrued leave liabilities are recorded at amortized cost. The carrying amount of these financial instruments approximates fair value due to their immediate or short-term maturity. The SATCC is not exposed to significant credit, interest rate or liquidity risk from these financial instruments.

6. Accounts Receivable

Accounts receivable, net of valuation allowance, are composed of the following:

	<u>2021</u>	<u>2020</u>
Interest Receivable	\$ 1,476	\$ 6,471
Client Fees Receivable	7,636	-
Other	17,332	37,102
Valuation Allowance	<u>(1,271)</u>	<u>(1,271)</u>
Total Accounts Receivable	\$ <u>25,173</u>	\$ <u>42,302</u>

7. Deferred Revenue

Deferred Revenue of \$699,300 (2020 - \$1,470) is comprised of tuition fees received from apprentices for training which will occur after June 30, 2021. The amount is significantly higher than prior year because the registration process for the 2019-20 Technical Training Schedule was delayed due to the COVID-19 pandemic. As a result, the Commission was not registering apprentices into technical training classes for fall 2020 and, therefore, was not collecting tuition in advance, in 2019-20, for the 2020-21 Training Schedule (as would have normally occurred without COVID-19).

8. Deferred Contributions

Deferred Contributions represent unexpended funds externally restricted for the Saskatchewan Youth Apprenticeship Industry Scholarships (SYA) and the Saskatchewan Innovation and Opportunity Scholarship (SIOS) Program and internally restricted funds for the Board of Directors' First Nations and Métis Scholarship Trust Program. In 2020-21, the SATCC received funds from industry totaling \$0 (2020 - \$16,000) for SYA and paid out \$53,000 (2020- \$47,000). In 2020-21, \$867 was earned in interest (2020 - \$11,388). As at June 30, 2021 the Board of Directors' First Nations and Métis Scholarship Trust had a balance of \$3,509 (2020- \$3,709).

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2021

9. Contractual Obligations & Contingent Liabilities

a) Operating Leases

The SATCC entered into separate lease agreements for rental space at 2140 Hamilton Street, Regina (expires June 30, 2022), 2221 Cornwall Street, Regina (expires November 30, 2022), 603-45th Street West, Saskatoon (expires July 31, 2022), and 141-15th Street East, Prince Albert (expires July 31, 2023). All of the SATCC's remaining locations (Estevan, La Ronge, Lloydminster, Moose Jaw, North Battleford, Yorkton and Swift Current) are leased on a continuing basis from the Ministry of Central Services.

The annual lease payments agreed to are:

2021-22	\$448,252
2022-23	\$50,306
2023-24	\$1,888

The SATCC is responsible for the payment of operating expenses related to these premises.

b) Outstanding Legal Claims

As at June 30, 2021, the Commission has one outstanding legal claim before the Saskatchewan Court of Queen's Bench. The claim is related to the Commission's suspension/removal of 22 journeyperson certifications in July 2019 due to a certification examination compromise at Saskatchewan Polytechnic's Moose Jaw campus. The Commission's liability is limited to cost awards which are estimated at \$5,000 or less.

c) Contractual Obligations

As a result of MyATC, the Commission entered into an agreement with Solvera Solutions to purchase annual licenses for the ServiceNow software platform. The user license fees are \$63,000 annually, plus GST, for 5 years. (October 2020 to October 2025).

10. Designated Assets

Designated assets represent amounts set aside by the SATCC Board for specific purposes. These amounts are not available for other purposes without written permission of the Board. As of June 30, financial assets have been set aside for the following purposes:

	2021	2020
Financial Assets Designated for the Indigenous Apprenticeship Initiatives Program	\$ 322,131	\$ 218,673
Financial Assets Designated for IT System Fund	557,947	1,600,000
Financial Assets Designated for Minimum Surplus	653,779	572,169
Undesignated Financial Assets	<u>2,341,520</u>	<u>1,831,267</u>
Total Net Financial Assets	\$ <u>3,875,378</u>	\$ <u>4,222,109</u>

As of June 30, 2021 financial assets designated for Saskatchewan Youth Apprenticeship Industry Scholarship Program carried a \$132,518 surplus over existing outstanding obligations. When future obligations are greater than financial assets, the difference is listed as a designated asset within accumulated surplus. The value listed for the SYA in the list of designated assets is \$0 since there are sufficient assets to cover the obligations.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2021

11. Board Expenses

The Apprenticeship and Trade Certification Act, 2019 establishes the SATCC Board and Trade Boards. The *Apprenticeship and Trade Certification Commission Regulations, 2020* establishes the Curriculum and Examination Development Boards and Trade Examining Boards. Honoraria and travel expenses are paid to these board members for attendance at meetings.

The SATCC Board manages the business and affairs of the SATCC to ensure that they are conducted in accordance with *The Apprenticeship and Trade Certification Act, 2019* and regulations. Trade Boards are responsible for reviewing the Human Resource Plans and making recommendations to the SATCC Board regarding entrance requirements, training requirements, certification requirements and changes to regulations. Trade Examining Boards assist in the examination of candidates and assessment of the applicant's past experience and training to determine the applicant's eligibility. The main role of Curriculum and Examination Development Boards is to develop or revise curricula suitable for the training of apprentices and tradespersons, develop or revise examinations to be administered to apprentices and participate in developing, revising and validating inter-provincial standard examinations.

	<u>2021</u>	<u>2020</u>
Honorarium	\$ 37,895	\$ 50,239
Specialized Consulting	6,120	4,545
Board Training	485	420
Other Travel	1,045	848
Members Board/Commission Travel	18,205	54,217
El Expense on Honorariums	<u>833</u>	<u>1,107</u>
Total Board Expenses	\$ <u>64,583</u>	\$ <u>111,376</u>

12. Budget

The operating budget was approved by the SATCC Board on June 17, 2020 as part of the 2020-21 Business Plan.

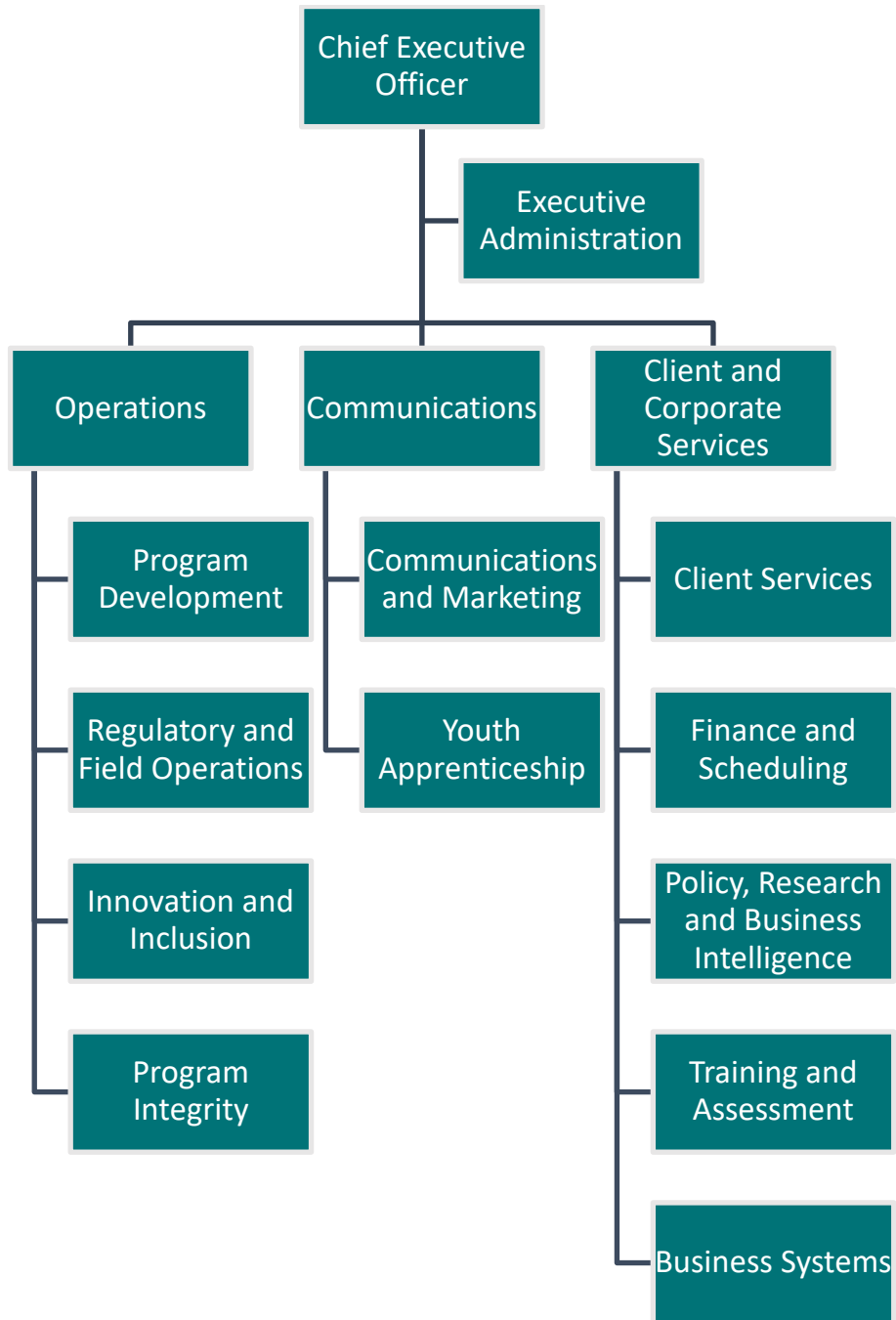
Saskatchewan Apprenticeship and Trade Certification Commission
Tangible Capital Assets
As at June 30, 2021

	2021							2020	
	<u>Leasehold Improvements</u>	<u>Office Furniture</u>	<u>Office Equipment</u>	<u>Computer Hardware</u>	<u>Computer Application Software</u>	<u>System Development</u>	<u>WIP</u>	<u>Total</u>	<u>Total</u>
Balance at June 30, 2020	\$ 979,496	\$ 339,633	\$ 86,022	\$ 123,900	\$ 76,923	\$ 253,525	\$ -	\$1,859,499	\$2,484,851
Additions during the year	19,747	-	-	-	-	-	603,296	623,043	14,153
Disposals during the year	-	-	-	-	-	-	-	-	(3,094)
Write-downs (AMS)	-	-	-	-	-	-	-	-	(636,411)
Balance at June 30, 2021	999,243	339,633	86,022	123,900	76,923	253,525	603,296	2,482,542	1,859,499
Opening accumulated amortization	968,881	302,875	81,598	123,900	76,923	253,525	-	1,807,702	1,782,976
Annual amortization cost	11,304	12,494	4,424	-	-	-	-	28,222	27,819
Amortization related to disposals	-	-	-	-	-	-	-	-	(3,094)
Closing accumulated amortization	980,185	315,369	86,022	123,900	76,923	253,525	-	1,835,924	1,807,701
Net book value of tangible capital assets	\$ 19,058	\$ 24,264	\$ -	\$ -	\$ -	\$ -	\$ 603,296	\$ 646,618	\$ 51,798

There is a \$603,296 of Work-In-Progress for the MyATC project in current year. The implementation of this project is planned for December 2021.

There is a \$636,411 write-down of Work-in-Progress for the AMS project in prior year. The SATCC formally discontinued its participation in the AMS project in December 2019.

Appendix A: Organization Chart – June 30, 2021



Appendix B: Key Operational Factors

Key Operational Factors and Activities	July 1, 2020 to June 30, 2021	July 1, 2019 to June 30, 2020
Registered apprentices	6,027	6,273
Newly registered apprentices	1,517	1,527
Youth apprentices	4,396	4,187
Purchase of technical training seats	4,065	4,453
Technical training attendance*	3,704	3,323**
Training allowance claims processed	796	1,364
Employer consultations	4,243	4,402
Work experience assessments administered	9,427	10,394
Psycho-educational assessments administered	62	44
Written examinations administered	2,030	1,875
Practical examinations administered	111	257
Journeyman certificates issued	1,006	805
Industry board/committee meetings held	146	138
Foreign trained worker consultations	104	204
Foreign trained worker assessment documents processed	525	1,053
Revenue generation (total non-grant revenue)	3,619,513	3,204,157
* Technical training attendance includes apprentices who were sent out of province for technical training. These apprentices are not counted in the Purchase of technical training seats total.		
** This number is restated from the original reporting in 2019-20, due to an administrative error.		

Saskatchewan Apprentices: Registrations, Completions and Cancellations Five Year Overview 2016-17 to 2020-21					
Year	Newly Registered Apprentices	Journeyman Certificates Issued (includes both apprentices and trade qualifiers)	Completions	Cancellations	Total Registered Apprentices
2020-21	1,517	1,006	871	892	6,027
2019-20	1,527	805	898	804	6,273
2018-19	1,669	1,442	1,329	1,441	6,483
2017-18	1,742	1,566	1,356	982	7,584
2016-17	2,611	1,642	1,453	1,453	8,180

Certificates issued from July 1, 2020 to June 30, 2021:

- Journeyman* - 1,006
- Proficiency* - 25
- Completion of Apprenticeship* - 871
- Learners* - 225
- Apprentice Year Cards (issued to each apprentice at the completion of a level of training) - 4,000

*For an explanation of the type of certificates issued, please see Page 76, Appendix H: Definition of Terms Used in this Report.

Saskatchewan Apprentice Registrations of underrepresented Groups 2016-17 to 2020-21					
YEAR	Total Women	Women in Predominantly Male Trades	Indigenous People	Visible Minority	People with Disabilities
2020-21	606	316	1,089	270	417
2019-20	686	325	1,110	263	427
2018-19	673	331	1,131	291	423
2017-18	782	383	1,275	324	486
2016-17	828	417	1,315	306	490

Saskatchewan Youth Apprenticeship Program Five-Year Overview 2016-17 to 2020-21					
YEAR	Total Number of High Schools Enrolled	Total Number of Students Registered as Youth Apprentices	Total Number of Students Issued a Certificate of Completion	Total Number of Youth Apprentices Who Registered as Apprentices in the Regular Apprenticeship Program	Total Number of SYA Presentations to School Groups
2020-21	323	4,396	519	118	214
2019-20	317	4,187	351	114	542
2018-19	314	3,324	556	142	522
2017-18	306	2,547	653	135	252
2016-17	308	2,743	705	113	283

Indigenous Apprenticeship Participation 2016-17 to 2020-21						
Year	Total Indigenous Apprentices Registered at June 30	First Nations*	Métis	Total Indigenous Journey person Certificates Issued (includes both apprentices and trade qualifiers)	First Nations*	Métis
2020-21	1,089	708	381	103	60	43
2019-20	1,110	719	391	182	146	36
2018-19	1,131	745	386	149	86	63
2017-18	1,275	830	445	138	83	55
2016-17	1,315	846	469	124	70	54
<i>*Includes Inuit. Indigenous individuals made up 18.1% of all registered apprentices in 2020-21. Indigenous individuals were issued 10.2% of all journey person certificates in 2020-21.</i>						

Appendix C: Registrations, Completions and Cancellations by Designated Trades 2020-21

Trade	Number of Apprentices June 30, 2020	Indentures	Cancellations	Completions	Total as of end June 30, 2021
Agricultural Equipment Technician	250	67	29	44	244
Aircraft Maintenance Engineer Technician*	0	0	0	0	0
Auto Body and Collision Technician	145	32	18	29	130
- Automotive Refinishing Technician	2	0	1	0	1
Automotive Service Technician	350	94	38	52	354
Boilermaker	15	6	0	3	18
Bricklayer	13	3	1	4	11
Cabinetmaker	3	1	0	0	4
Carpenter	707	194	97	92	712
- Framer	0	0	0	0	0
- Scaffolder	133	22	19	9	127
Construction Craft Labourer	36	14	12	0	38
Construction Electrician	1,204	200	146	118	1,140
Cook	96	10	31	7	68
Electronics Assembler	0	0	0	0	0
Esthetician - Nail Technician	3	0	0	0	3
Esthetician - Skin Care Technician	10	1	1	0	10
Food and Beverage Person	7	1	2	0	6
Glazier	4	1	0	1	4
Guest Services Representative	7	3	4	3	3
Hairstylist	296	118	101	51	262
Heavy Duty Equipment Technician	280	75	50	39	266
Industrial Mechanic (Millwright)	382	80	42	60	360
Instrumentation and Control Technician	104	23	9	31	87
Insulator (Heat and Frost)	24	4	1	5	22
Ironworker (Reinforcing)	1	0	0	0	1
Ironworker (Structural/Ornamental)	65	11	7	11	58
Landscape Horticulturist	3	1	0	0	4
Lather (Interior Systems Mechanic)	0	0	0	0	0
Locksmith	4	0	0	0	4
Machinist	84	25	13	9	87
Meat Cutter	0	0	0	0	0
Endorsement: Processor	0	0	0	0	0
Endorsement: Slaughterer	0	0	0	0	0
Metal Fabricator (Fitter)	51	15	7	11	48
Mobile Crane Operator	39	13	5	7	40
- Boom Truck Operator A	31	6	6	5	26
- Boom Truck Operator B	5	1	1	0	5
Painter and Decorator	4	2	3	0	3
Parts Technician	74	28	25	15	62

Trade	Number of Apprentices June 30, 2020	Indentures	Cancellations	Completions	Total as of end June 30, 2021
Pipeline Equipment Operator	0	0	0	0	0
Endorsement: Dozer Operator	0	0	0	0	0
Endorsement: Excavator Operator	0	0	0	0	0
Endorsement: Grader Operator	0	0	0	0	0
Endorsement: Sideboom Operator	0	0	0	0	0
Plumber	585	147	66	100	566
Pork Production Technician	0	0	0	0	0
Endorsement: Breeder	0	0	0	0	0
Endorsement: Facilities Maintenance	0	0	0	0	0
Endorsement: Farrowing	0	0	0	0	0
Endorsement: Grower-Finisher	0	0	0	0	0
Endorsement: Nursery Management	0	0	0	0	0
Powerline Technician	191	54	15	16	214
Recreation Vehicle Service Technician	5	1	1	0	5
Refrigeration and Air Conditioning Mechanic	116	24	8	20	112
Rig Technician- Derrickhand (Level Two)	7	0	7	0	0
Rig Technician - Driller (Level Three)**	7	0	7	0	0
Rig Technician - Motorhand (Level One)	5	0	5	0	0
Roofer	33	16	3	5	41
Sheet Metal Worker	173	30	25	11	167
Sprinkler Fitter	26	5	0	3	28
Steamfitter-Pipefitter	117	25	29	8	105
- Petroleum Installer Technician	4	1	2	0	3
Tilessetter	0	0	0	0	0
Tower Crane Operator	4	3	2	1	4
Truck and Transport Mechanic	210	56	20	31	215
Water Well Driller	0	0	0	0	0
Welder	358	104	33	70	359
- Semiautomatic Welding Production Operator	0	0	0	0	0
TOTAL	6,273	1,517	892	871	6,027
* Aircraft Maintenance Engineer Technicians are registered by Manitoba Apprenticeship, to comply with Transport Canada regulations.					
**Rig Technician – Driller (Level Three) is in the process of being de-designated. No new apprenticeship applications are being accepted.					

Appendix D: Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2020-21

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Agricultural Equipment Technician	211	53	60	62	36
Aircraft Maintenance Engineer Technician ¹	0	0	0	0	0
Auto Body and Collision Technician	96	24	19	24	29
- Automotive Refinishing Technician ⁺	0	0	0	n/a	n/a
Automotive Service Technician	282	96	48	72	66
Boilermaker ⁺	0	0	0	0	0
Bricklayer	0	0	0	0	0
Cabinetmaker ⁺	0	0	0	0	0
Carpenter	502	148	113	117	124
- Framer	0	0	n/a	n/a	n/a
- Scaffolder	37	20	5	4	8
Construction Craft Labourer	13	10	3	n/a	n/a
Construction Electrician	654	173	167	168	146
Cook	39	15	13	11	
Electronics Assembler	0	0	0	n/a	n/a
Esthetician - Nail Technician*	0	n/a	n/a	n/a	n/a
Esthetician - Skin Care Technician*	0	n/a	n/a	n/a	n/a
Food and Beverage Person**	1	1	n/a	n/a	n/a
Glazier ⁺	0	0	0	0	0
Guest Services Representative**	3	3	n/a	n/a	n/a
Hairstylist*	0	n/a	n/a	n/a	n/a
Heavy Duty Equipment Technician	172	44	36	47	45
Industrial Mechanic (Millwright)	272	79	43	91	59
Instrumentation and Control Technician	40	12	9	10	9
Insulator (Heat and Frost)	0	0	0	0	n/a
Ironworker (Reinforcing)	0	0	0	n/a	n/a
Ironworker (Structural/Ornamental)	44	23	0	21	n/a
Landscape Horticulturist ⁺	0	0	0	0	0
Lather (Interior Systems Mechanic)	0	0	0	0	n/a
Locksmith ⁺	0	0	0	0	n/a
Machinist	48	10	5	21	12
Meat Cutter ⁺	0	0	0	0	n/a
Metal Fabricator (Fitter)	30	8	10	12	n/a
Mobile Crane Operator	32	11	7	14	n/a
- Boom Truck Operator A	5	5	0	n/a	n/a
- Boom Truck Operator B	0	0	0	n/a	n/a
Painter and Decorator ⁺	0	0	0	0	n/a
Parts Technician	48	14	16	18	n/a
Pipeline Equipment Operator ²	0	0	0	n/a	n/a
Plumber	329	72	63	78	116
Pork Production Technician	0	0	0	0	0
Powerline Technician	197	59	40	78	20
Recreation Vehicle Service Technician ⁺	0	0	0	0	0
Refrigeration and Air Conditioning Mechanic	94	23	23	24	24

Trade	Enrolment Levels				
Rig Technician	0	0	0	0	n/a
Roofer	31	12	9	10	
Sheet Metal Worker	91	32	24	23	12
Sprinkler Fitter ⁺	0	0	0	0	0
Steamfitter-Pipefitter	41	18	0	7	16
- Petroleum Installer Technician	1	1	0	0	n/a
Tilesetter ⁺	0	0	0	0	0
Tower Crane Operator	0	0	0	n/a	n/a
Truck and Transport Mechanic	141	36	24	35	46
Water Well Driller ⁺	0	0	0	n/a	n/a
Welder	202	52	54	96	n/a
- Semiautomatic Welding Production Operator	0	0	0	n/a	n/a
TOTAL	3,656	1,054	791	1,043	768
TOTAL apprentices trained (including OOP⁺ and Upgraders)	3,871				
TOTAL apprentices trained (including OOP, no Upgraders)	3,704				
TOTAL apprentices trained (including Upgraders, no OOP)	3,823	(SATCC-purchased training)			
TOTAL apprentices trained (no OOP, no Upgraders)	3,656				
¹ Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship ² Pipeline Equipment Operator - There is presently no technical training available in Saskatchewan for this trade [*] Technical training is completed prior to registration. ^{**} Technical training is in partnership with Saskatchewan Tourism. n/a – No applicable training for this trade/level ⁺ OOP - Apprentices who received technical training Out of Province.					

Appendix E: Journeyperson Examinations 2020-21

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Agricultural Equipment Technician	58	41	17
Aircraft Maintenance Engineer Technician*	0	0	0
Auto Body and Collision Technician	65	43	22
- Automotive Refinishing Technician	8	6	2
Automotive Service Technician	118	76	42
Boilermaker	2	1	1
Bricklayer	1	0	1
Cabinetmaker	0	0	0
Carpenter	216	109	107
- Framer	2	0	2
- Scaffolder	14	9	5
Construction Craft Labourer	8	4	4
Construction Electrician	250	113	137
Cook	68	14	54
Electronics Assembler	0	0	0
Esthetician - Nail Technician	7	2	5
Esthetician - Skin Care Technician	13	4	9
Food and Beverage Person	0	0	0
Gasfitter	128	97	31
Glazier	4	3	1
Guest Services Representative	0	0	0
Hairstylist	243	184	59
Heavy Duty Equipment Technician	84	52	32
Industrial Mechanic (Millwright)	104	61	43
Instrumentation and Control Technician	50	34	16
Insulator (Heat and Frost)	1	1	0
Ironworker (Reinforcing)	0	0	0
Ironworker (Structural/Ornamental)	23	14	9
Landscape Horticulturist	1	0	1
Lather (Interior Systems Mechanic)	0	0	0
Locksmith	0	0	0
Machinist	27	10	17
Meat Cutter	0	0	0
Endorsement: Processor	0	0	0
Endorsement: Slaughterer	0	0	0
Metal Fabricator (Fitter)	16	14	2
Mobile Crane Operator	15	12	3
- Boom Truck Operator A	17	10	7
- Boom Truck Operator B	4	1	3
Painter and Decorator	2	1	1
Parts Technician	32	24	8
Pipeline Equipment Operator	0	0	0
Endorsement: Dozer Operator	0	0	0
Endorsement: Excavator Operator	0	0	0
Endorsement: Grader Operator	0	0	0
Endorsement: Sideboom Operator	0	0	0
Plumber	185	102	83

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Pork Production Technician	0	0	0
Endorsement: Breeder	0	0	0
Endorsement: Facilities Maintenance	0	0	0
Endorsement: Farrowing	0	0	0
Endorsement: Grower-Finisher	0	0	0
Endorsement: Nursery Management	0	0	0
Powerline Technician	16	14	2
Recreation Vehicle Service Technician	4	3	1
Refrigeration and Air Conditioning Mechanic	33	21	12
Rig Technician - Motorhand (Level One)	0	0	0
Rig Technician- Derrickhand (Level Two)	0	0	0
Rig Technician - Driller (Level Three)	1	0	1
Roofer	11	6	5
Sheet Metal Worker	28	11	17
Sprinkler Fitter	6	3	3
Steamfitter-Pipefitter	39	17	22
- Petroleum Installer Technician	2	1	1
Tilesetter	1	0	1
Tower Crane Operator	2	1	1
Truck and Transport Mechanic	70	45	25
Water Well Driller	0	0	0
Welder	141	75	66
- Semiautomatic Welding Production Operator	0	0	0
TOTAL	2,120	1,239	881
* Aircraft Maintenance Engineer Technicians are registered by Manitoba Apprenticeship, to comply with Transport Canada regulations.			

Appendix F: Saskatchewan's Designated Trades and Industry Sectors

Agriculture, Tourism and Service Sector

Cook (IP)
 Esthetician - Nail Technician
 Esthetician - Skin Care Technician
 Food and Beverage Person
 Guest Services Representative
 Hairstylist (IP)
 Landscape Horticulturist (IP)
 ◇ Elm Tree Pruner
 Locksmith
 Meat Cutter
 ◇ Processor
 ◇ Slaughterer
 Pork Production Technician^
 • Breeder^
 • Facilities Maintenance^
 • Farrowing^
 • Grower-Finisher^
 • Nursery Management^

Construction Sector

Boilermaker (IP)
 Bricklayer (IP)
 Cabinetmaker (IP)
 Carpenter (IP)
 ◇ Framer
 ◇ Scaffolder
 Construction Craft Labourer (IP)
 Construction Electrician (IP) *+
 Lather (Interior Systems Mechanic) (IP)
 Glazier (IP)
 Industrial Mechanic (Millwright) (IP)*
 Insulator (Heat and Frost) (IP)
 Ironworker (Reinforcing) (IP)
 Ironworker (Structural/Ornamental) (IP)
 Mobile Crane Operator (IP)
 ◇ Boom Truck Operator "A"
 ◇ Boom Truck Operator "B"
 Painter and Decorator (IP)
 Pipeline Equipment Operator^
 • Dozer Operator^
 • Excavator Operator^
 • Grader Operator^
 • Sideboom Operator^

Plumber (IP)+
 Powerline Technician (IP)
 Refrigeration and Air Conditioning Mechanic (IP)*+
 Roofer (IP)
 Sheet Metal Worker (IP)+
 Sprinkler Fitter (IP)+
 Steamfitter-Pipefitter (IP)
 ◇ Petroleum Installer Technician
 Tiler (IP)
 Tower Crane Operator (IP)
 Water Well Driller^

Production and Maintenance Sector

Construction Electrician (IP) *+
 Electronics Assembler
 Industrial Mechanic (Millwright) (IP)*
 Instrumentation and Control Technician (IP)
 Machinist (IP)
 Metal Fabricator (Fitter) (IP)
 Refrigeration and Air Conditioning Mechanic (IP)*+
 Rig Technician (IP)^
 • Motorhand (Level One)
 • Derrickhand (Level Two)
 • Driller (Level Three) (IP)^
 Welder (IP)
 ◇ Semiautomatic Welding Production Operator

Motive Repair Sector

Agricultural Equipment Technician (IP)
 Aircraft Maintenance Engineer Technician
 Auto Body and Collision Technician (IP)
 ◇ Automotive Refinishing Technician (IP)
 Automotive Service Technician (IP)
 Heavy Duty Equipment Technician (IP)
 Parts Technician (IP)
 Recreation Vehicle Service Technician (IP)
 Truck and Transport Mechanic (IP)

◇ Represents a subtrade or endorsement
 • Represents a journey person certificate in the trade specialty
 * The designated trade is part of more than one industry sector
 (IP) This trade or subtrade is recognized with the Red Seal
 interprovincial status
 + Compulsory Trade
 ^ Trades in process of being de-designated. No new
 apprenticeship applications are being accepted.

Appendix G: Balanced Scorecard Reference Table

Measure	Description	Purpose	Methodology	2020-21 Target Explanation
Apprentice Registrations Lead: Operations and Client and Corporate Services	The number of new, reinstated and re-indentured registered apprentices is an indicator of growth in the SATCC system.	<p>Due to the demand nature of the apprenticeship system, the number of new, reinstated and re-indentured registered apprentices is outside the control of the SATCC.</p> <p>It is a key operational indicator and is an important variable to be considered in budgetary and technical training planning.</p>	<p>The SATCC estimates the number of new, reinstated and re-indentured registered apprentices using a mix of the trends from the current/previous year and a forecast of the number of new apprentices, completed on a by trade/by level basis by Prism Consulting Services.</p> <p>Management estimated an even lower number of registrations due the economic downturn expected to continue in 2020-21 due to COVID-19.</p>	<p>14-15 to 15-16 (13.4%) 15-16 to 16-17 (23.9%) 16-17 to 17-18 (12.4%) 17-18 to 18-19 (4.2%) 18-19 to 19-20 (34.8%)</p> <p>5 yr. Avg. = (3.8%)</p> <p>The year-end forecast for total number of apprentice registrations in 2019-20 is about 1,400.</p> <p>In Management's opinion, the number of new registrations will be 1,500 based on pre-COVID forecast by Prism and the impacts of COVID-19 in the final three months of 19-20.</p>
Total Apprentices Lead: Operations and Client and Corporate Services	The total number of registered apprentices indicates the size of the SATCC client base requiring services.	<p>Due to the demand nature of the apprenticeship system, the total number of registered apprentices is outside the control of the SATCC.</p> <p>It is a key operational indicator and is an important variable to be considered in budgetary and technical training planning.</p>	<p>The SATCC estimates the total number of apprentices using a mix of the trends from the current/previous year and a forecast of the number of new apprentices, completed on a by trade/by level basis by Prism Consulting Services.</p> <p>Management estimated an even lower number of registrations and greater numbers of apprentices losing their jobs due the economic downturn expected to continue in 2020-21 due to COVID-19.</p>	<p>14-15 to 15-16 (5.2%) 15-16 to 16-17 (13.3%) 16-17 to 17-18 (7.3%) 17-18 to 18-19 (14.5%) 18-19 to 19-20 (3.6%)</p> <p>5 yr. avg. = (8.8%)</p> <p>The year-end forecast for the total number of registered apprentices in 2019-20 is 6,250.</p> <p>In Management's opinion, the number of total registrations will decrease to 5,800 based on pre-COVID forecast by Prism and the impacts of COVID-19 in the final three months of 19-20.</p>

Measure	Description	Purpose	Methodology	2020-21 Target Explanation											
Trade Qualifiers Lead: Operations	The number of Trade Qualifiers (TQs) engaged in the certification the system indicates the size of the SATCC client base requiring services and gives an indication of how many trades people are in the system in a given year.	<p>Due to the demand nature of how TQs engage with the system, the total number of TQs is outside the control of the SATCC. Once registered, TQs remain in the SATCC database until they achieve certification. As a result, the number of TQs in the system trends back to over two decades.</p> <p>While, unlike with apprentices, there is no requirement for TQs to attend technical training and to progress through the certification system in a specified time frame, the total number of TQs in the certification system remains a key operational indicator to be considered in budgetary planning.</p>	<p>1.Total number of TQs registered in a given month Minus</p> <p>2.Total number of JCs issued to TQs during the given month Minus</p> <p>3.TQs who have not had any activity (registered but has not taken upgrading or written an examination or gained a certification) within 5 years. (These monthly counts are distinct from the year-end counts that are explained in the next column.)</p> <p>4.Equals Current number of TQs in SATCC system for that month.</p>	<table><tr><td>14-15 to 15-16</td><td>41.9%</td></tr><tr><td>15-16 to 16-17</td><td>21.3%</td></tr><tr><td>16-17 to 17-18</td><td>9.2%</td></tr><tr><td>17-18 to 18-19</td><td>(8.4%)</td></tr><tr><td>18-19 to 19-20</td><td>19.8%</td></tr></table> <p>5 yr. avg. Growth = 16.8%</p> <p>The forecast for 2019-20 result is 630 trade qualifiers. Applying the most recent five-year averages (2015-16 to 2020-21) of the variables in the “Methodology” column, as well as the subtraction described below, the year-end total of TQs for 2020-21 is forecast to be 700.</p> <p>Registered TQs who have last been active in the system longer than five years will be subtracted from the total for the current year. This rule was applied for the first time in 2018-19; and it will apply to TQs registered at the end of 2013-14.</p>	14-15 to 15-16	41.9%	15-16 to 16-17	21.3%	16-17 to 17-18	9.2%	17-18 to 18-19	(8.4%)	18-19 to 19-20	19.8%	
14-15 to 15-16	41.9%														
15-16 to 16-17	21.3%														
16-17 to 17-18	9.2%														
17-18 to 18-19	(8.4%)														
18-19 to 19-20	19.8%														
Technical Training Seats Lead: Client and Corporate Services	Apprentices receive training on the job and by attending technical training. In order to achieve journey person certification an apprentice must attend technical training on an annual basis, as well as accumulating on the job training.	This outcome will directly impact the achievement of the SATCC Vision and Mission.	The SATCC uses provincial apprenticeship supply and demand forecasts by Prism Consulting to determine the number of training seats required for the next three years. The forecast takes into account the current number of active apprentices by trade and by level of training. It also uses historical data related to attendance patterns on a trade by trade basis and historical growth patterns over the past 5 years.	<p>For 2019-20, there were 3,576 seats purchased.</p> <p>In 2020-21, the forecasted number is 4,300 (4,337 rounded down) seats purchased.</p>											

Measure	Description	Purpose	Methodology	2020-21 Target Explanation
Alternate Training Delivery Lead: Operations	<p>The number of alternative training seats available in a given year. Alternate training is any training that does not exclusively use “block release” training.</p> <p>Alternate training may be offered online, distance delivery, workplace training, homebased study, or out-of-province training (availability differs by program). Pre-COVID, the following trades offered alternate training: Boom Truck Operator, Carpenter, Construction Electrician, Cook, Electronics Assembler, Food and Beverage Person, Guest Services Representative, Industrial Mechanic (Millwright), Locksmith, Insulator (Heat and Frost), Mobile Crane Operator, Parts Technician, Petroleum Installer Technician, Plumber, Powerline Technician, Roofer, Sheet Metal Worker and Scaffolder.</p>	<p>To enhance alternative training options for apprentices and tradespersons to meet the needs of industry; to keep training up to date and using new technologies and techniques.</p>	<p>The number of alternate training seats purchased in a year compared to the total number of training seats purchased.</p> <p>In 2019-20 there were 15 trades and three sub-trades where alternate training is offered. The SATCC established a new measure in 2018-19 to measure the percentage share of total training seats that are offered in an alternative format.</p>	<p>As of Apr. 2020, 386 of 3,576 seats purchased in 2019-20 were intended for alternate delivery. This means that 10.8% of all purchased seats are in this category.</p> <p>Pre-COVID 19 Management considered 10% of available seats to be offered in an alternate training format to be a ‘standard of success’. For 2020-21, because of public health safety measures, management will set the target at 95 per cent of total technical training seats offered in an alternative format. This is with the understanding that the actual number may be lower. How much lower the variance will depend on how quickly programs can be adapted to deliver alternative technical training.</p>

Measure	Description	Purpose	Methodology	2020-21 Target Explanation
Employer Consultations Lead: Operations	As of year-end, the total number of visits made to employer work sites to promote apprenticeship or to support apprentice.	This is a measure of service standards provided by field consultants to SATCC clients, both employers and apprentices.	5-year average of visits conducted.	2015-16 4,445 2016-17 5,057 2017-18 4,417 2018-19 5,549 2019-20 4,409 (YTD as of Apr. 20) 5 yr. avg. = 4,775 Based on the impact of COVID-19 to regular operations, in Management's opinion in 2020-21 the target is set at 4,000 visits.
Trade Board Meetings Lead: Operations	Each designated trade has a Trade Board with equal representation from employers and employees of that Trade. There are subject matter experts who participate on Trade Examining Boards and the Curriculum Development Boards.	Trade boards provide a forum for trade-specific direction and general feedback to SATCC from industry partners. SATCC staff support the Trade Boards and record minutes of all meetings; the number of meetings is reported.	All meetings of the Trade Boards, Trade Examining Boards and the Curriculum Development Boards are counted. Dependent on specific industry concerns or developments, trade boards meet at least once per year and then on an as needed basis. The other two boards meet on an as needed basis. 38 Trade Boards are currently active; and these oversee 41 trades. 7 trades do not have active trade boards. This is due to being a low volume or inactive trade or a trade where technical training is delivered out of province.	2015-16 128 2016-17 136 2017-18 161 2018-19 139 2019-20 108 (YTD as of Apr. 20) 5 yr. avg. = 134 Based on the impact of COVID-19 to regular operations, in Management's opinion in 2020-21 the target is set at 120 meetings.

Measure	Description	Purpose	Methodology	2020-21 Target Explanation	
Journey person Certificates Issued Lead: Operations and Client and Corporate Services	The more journey person certificates (JCs) issued the more skilled workers available to the Saskatchewan labour market.	This outcome will directly impact the achievement of the SATCC Vision and Mission.	The forecasts for the number of journey person certificates issued uses a mixture of the following data: - the # of apprentices attending/completed final level training adjusting for the number who write and successfully pass the certification exam; - the # of trades qualifiers adjusting for the number who write and successfully pass the certification exam; and - the # of apprentices who have successfully passed their certification exam but required more trade time hours to complete their certification.	The current forecast is for 1,050 JCs issued to the end of 2019-20 (based on Prism Consulting forecast). The forecast for 2020-21 based on apprenticeship supply and demand forecasts by Prism Consulting is 1,000 JCs.	
Red Seal Exam Pass Rate Lead: Operations	The Red Seal secretariat publishes the percentage of apprentices who are successful at passing the Red Seal journey person exam in their given trade, on an annual basis. The information is available for SK apprentices and all of Canada.	The higher the success of SK apprentices on the Red Seal exam, the greater the number of journey persons available to the labour market. This measure indirectly indicates the quality of training provided and the employer and employee supports provided by SATCC.	The SATCC reports the results for the previous calendar year as audited by Statistics Canada. The results for a calendar are received between June and September of the following year	2015 80% 2016 76% 2017 72% 2018 71% 2019 71%	5 yr. avg. = 74% Management is maintaining the 75% target as it is slightly above the national average.

Measure	Description	Purpose	Methodology	2020-21 Target Explanation	
Real Completion Rate (RCR) Lead: Client and Corporate Services	SK was not included in a 2003 national cohort study for apprentice completion rates due to data limitations. In 2012-13, the SATCC adopted the Alberta methodology for cohort completion calculation.	The higher the completion rate, the greater the number of journeypersons available to the labour market and the greater the return on the Province's investment in training.	<p>This method follows individuals through the system and takes the # of apprentices who get JP status (within 2 years after expected end of program) divided by the # of apprentices who complete Level One in a given year.</p> <p>It excludes electronics assemblers, food and beverage persons, guest services representatives and hairstylists, as these trades do not follow the traditional apprentice training routes.</p> <p>An overall completion rate is calculated annually based on the completion rate for each trade.</p> <p>The completion rate for compulsory and non-compulsory trades is calculated on an annual basis (at year end) for information.</p>	2015-16	66.2%
				2016-17	59.6%
				2017-18	58.8%
				2018-19	58.7%
				2019-20	62.4%
				(forecast as of Jan. 20)	
				5 yr. avg. = 61.1%	
				The target is based on the rolling 5-year average for the completion rate based on a weighted average using the number of apprentices in each trade.	
				The completion rate and averages for compulsory and non-compulsory groups are included below for information.	
				Compulsory trades	
				2014-15	69.0%
				2015-16	72.2%
				2016-17	64.8%
				2017-18	66.9%
				2018-19	61.2%
				5 yr. avg. = 66.8%	
				Non-Compulsory Trades	
				2014-15	58.8%
				2015-16	62.4%
				2016-17	56.2%
				2017-18	63.4%
				2018-19	54.9%
				5 yr. avg. = 59.1%	

Measure	Description	Purpose	Methodology	2020-21 Target Explanation	
Total Employers Lead: Operations	<p>Employers of apprentices drive demand for apprenticeship services.</p> <p>Note: this measure, technically speaking, under-represents the number of employers engaged in the apprenticeship system. Specifically, the number of employers includes more than a dozen Joint Training Committees (JTCs). Each JTC engages with a number of employers who hire apprentices, so the actual number of employers engaging with apprentices is several hundred more (approximately 400 to 600 more) than listed in the SATCC database. However, the SATCC only receives updated information on the number of employers with JTCs every three years making it impossible to get updated figures on a regular basis. Therefore, only the JTCs themselves are included as an employer which results in an underestimate of the total number of employers engaged in the apprenticeship system.</p>	The more employers engaged with apprenticeship, the higher the demand for SATCC services and the greater the capacity to meet the labour market need for skilled tradespeople.	The 5-year average number of employers.	2015-16 2,689 2016-17 2,544 2017-18 2,387 2018-19 2,191 2019-20 2,095 (YTD as of Apr. 20) 5 yr. avg. = 2,381 The 2020-21 forecast is projected to be around 2,100 given the current economic conditions.	

Measure	Description	Purpose	Methodology	2020-21 Target Explanation											
Total Saskatchewan Youth Apprenticeship (SYA) Registrations (NEW) Lead: Communications	The total number of high school students enrolled in the Saskatchewan Youth Apprenticeship (SYA) program is an indicator of growth in the prospective number of new SYA graduates.	<p>The SYA program gives high school students the opportunity to learn more about skilled trades career pathways through hands-on experience.</p> <p>It is a key indicator of increased awareness among high school students of apprenticeship programs and careers in the skilled trades as a viable option.</p>	The 5-year average percentage year-over-year increase (or decrease) in SYA registrations.	<table><tr><td>14-15 to 15-16</td><td>(15.5%)</td></tr><tr><td>15-16 to 16-17</td><td>(16.0%)</td></tr><tr><td>16-17 to 17-18</td><td>(7.1%)</td></tr><tr><td>17-18 to 18-19</td><td>30.5%</td></tr><tr><td>18-19 to 19-20</td><td>25.6%</td></tr></table> (based on YTD as of Apr. 20)	14-15 to 15-16	(15.5%)	15-16 to 16-17	(16.0%)	16-17 to 17-18	(7.1%)	17-18 to 18-19	30.5%	18-19 to 19-20	25.6%	
14-15 to 15-16	(15.5%)														
15-16 to 16-17	(16.0%)														
16-17 to 17-18	(7.1%)														
17-18 to 18-19	30.5%														
18-19 to 19-20	25.6%														
				5 yr. Avg. = 13.5%											
				The YTD total number of registrations for 2019-20 is 4,169. The 2020-21 forecast is 4,200 based on the trends of the last two years since expanding the SYA staff.											
Indigenous Apprentices Lead: Operations	The percentage of apprentices registered at year end that self-identify as Indigenous.	Maintain a representative proportion of the SK Indigenous population as apprentices compared to the general labour market.	The 5 year average as a percentage of total number of apprentices.	<table><tr><td>2015-16</td><td>15.2%</td></tr><tr><td>2016-17</td><td>16.1%</td></tr><tr><td>2017-18</td><td>16.8%</td></tr><tr><td>2018-19</td><td>17.4 %</td></tr><tr><td>2019-20</td><td>17.7% (YTD as of Apr. 20)</td></tr></table>	2015-16	15.2%	2016-17	16.1%	2017-18	16.8%	2018-19	17.4 %	2019-20	17.7% (YTD as of Apr. 20)	
2015-16	15.2%														
2016-17	16.1%														
2017-18	16.8%														
2018-19	17.4 %														
2019-20	17.7% (YTD as of Apr. 20)														
				5 yr. avg. = 16.6%											
				The 2020-21 target is rounded to 17.0; the Indigenous peoples comprised of 16.3 percent of Saskatchewan’s population in 2016 (StatCan).											
Female Apprentices Lead: Operations	The percentage of apprentices registered at year end that self-identify as female.	Women are underrepresented in the SK apprenticeship system compared to the general labour market. This indicator will provide trend information.	The 5 year average as a percentage of total number of apprentices.	<table><tr><td>2015-16</td><td>9.3%</td></tr><tr><td>2016-17</td><td>10.1%</td></tr><tr><td>2017-18</td><td>10.3%</td></tr><tr><td>2018-19</td><td>10.4 %</td></tr><tr><td>2019-20</td><td>11.1% (YTD as of Apr. 20)</td></tr></table>	2015-16	9.3%	2016-17	10.1%	2017-18	10.3%	2018-19	10.4 %	2019-20	11.1% (YTD as of Apr. 20)	
2015-16	9.3%														
2016-17	10.1%														
2017-18	10.3%														
2018-19	10.4 %														
2019-20	11.1% (YTD as of Apr. 20)														
				5 yr. avg. = 10.2%											
				The 2020-21 target is set to 11.0; this is close to the national average of around 12.1 for 2017 (StatCan).											

Measure	Description	Purpose	Methodology	2020-21 Target Explanation	
Female Apprentices in Predominantly Male Trades (PMT) Lead: Operations	The percentage of apprentices registered at year end that self-identify as a female in PMT.	Women are underrepresented in the SK apprenticeship system in PMT. This indicator will provide trend information.	The 5-year average as a percentage of total number of apprentices. Prior to 2019-20, the 5 year trend and targets was given as the actual number of apprentices in this category.	2015-16 4.9% 2016-17 5.1% 2017-18 5.1% 2018-19 5.1 % 2019-20 5.2% (YTD as of Apr. 20) 5 yr. avg. = 5.1% The 2020-21 target is set to 5.5 per cent; this is close to the national average of around 5.9 per cent in 2017 (StatCan).	
Visible Minority Apprentices Lead: Operations	The percentage of apprentices registered at year end that self-identify as a visible minority.	Visible minorities are underrepresented in the SK apprenticeship system compared to the general labour market. This indicator will provide trend information.	The 5 year average as a percentage of total number of apprentices.	2015-16 3.3% 2016-17 3.7% 2017-18 4.3% 2018-19 4.5% 2019-20 4.2% (YTD as of Apr. 20) 5 yr. avg. = 4.0% The 2020-21 target is set to 4.5 per cent.	
Apprentices with Disabilities Lead: Operations	The percentage of apprentices registered at year end that self-identify with a disability, and/or were provided with learning accommodations.	Provide trend information regarding the number of registered apprentices with learning disabilities and/or other disabilities.	The 5 year average as a percentage of total number of apprentices.	2015-16 5.4% 2016-17 6.0% 2017-18 6.4% 2018-19 6.5% 2019-20 6.8% (YTD as of Apr. 20) 5 yr. avg. = 6.2% Rounded up to 6.5 per cent.	
Employer Satisfaction with Training Lead: Operations	The Apprentice and Employer Satisfaction survey was conducted in 2007, 2010, 2013, 2015, 2017 and 2019. The survey is completed on a two year cycle and won't be completed again until the fall of 2021.	To provide employer satisfaction with quality of the journeyperson as a proxy for satisfaction with the training.	The target is an average of the percentage of employers who agreed or strongly agreed with the statement "Overall, I am satisfied with the quality of the journeyperson when they complete an apprenticeship."	2010 82% 2013 84% 2015 87% 2017 92% 2019 91% 5 yr. avg. = 87% Rounded to 90 per cent.	

Measure	Description	Purpose	Methodology	2020-21 Target Explanation	
Apprentice Satisfaction with Training Lead: Operations	<p>The Apprentice and Employer Satisfaction survey was conducted in 2007, 2010, 2013, 2015, 2017 and 2019.</p> <p>The survey is completed on a two-year cycle and won't be completed again until the fall of 2021.</p>	To provide apprentice satisfaction with on the job training.	The target is an average of the percentage of apprentices who agreed or strongly agreed with the statement "Overall, I am satisfied with the quality of my on-the-job training."	2010 84% 2013 88% 2015 89% 2017 90% 2019 91%	5 yr. avg. = 89% Rounded to 90 per cent.
Trade Levels Harmonized Lead: Operations	<p>The National Harmonization effort requires input from provincial and territorial (P/T) stakeholders to come to a consensus regarding:</p> <ul style="list-style-type: none">• Use of Red Seal Name• Use of current National Occupational Analysis• Hours (work/training)• Levels• Sequence of Curriculum	<p>Industry boards (Trade Boards and Curriculum and Examination and Development Boards) provide a forum for content-specific direction and specific feedback to the SATCC and the Harmonization Taskforce. This informs the Canadian Council of Directors of Apprenticeship's (CCDA) Harmonization efforts.</p> <p>SATCC staff support the Boards and collaborate with national, provincial and territorial partners to consult, develop and validate trade-specific information. Additionally, these meetings may be with training providers to validate provincial curriculum and delivery.</p>	<p>The number of harmonized technical training levels implemented as of the beginning of the technical training year.</p> <p>The implementation for harmonization is progressive, so the target will be a combination of 2 to 4 years. Trades with out-of-province training have been included.</p> <p>The harmonization of technical training levels is becoming an operational process with the development of the Red Seal Occupational Standard. The number of trade levels harmonized for 2022-2023 are lower than in previous years due to trades from Phase 1, having already been harmonized, added to the development cycle.</p>	<u>2020-21: 20 Levels Harmonized</u> Phase 2 Trades (Level 4) <ul style="list-style-type: none">• Automotive Service Technician• Agricultural Equipment Technician• Heavy Duty Equipment Technician• Truck and Transport Mechanic• Construction Electrician• Industrial Mechanic (Millwright)• Plumber• Steamfitter/Pipefitter Phase 3 Trades (Level 3) <ul style="list-style-type: none">• Landscape Horticulturalist*• Boilermaker*• Sprinkler Fitter*• Sheet Metal Worker Phase 4 Trades (Level 2) <ul style="list-style-type: none">• Insulator (Heat and Frost)• Machinist• Refrigeration and Air Conditioning Mechanic• Rig Technician Phase 5 Trades (Level 1) <ul style="list-style-type: none">• Cook• Powerline Technician• Auto Body and Collision Technician	

Measure	Description	Purpose	Methodology	2020-21 Target Explanation
				<ul style="list-style-type: none"> • Automotive Refinishing Technician* • Parts Technician <p>*These trades have out-of-province training.</p>
Industry Response Time Lead: Operations	This measure tracks if the SATCC responds to 'industry issues' within the 30-day period mandated by its own policy.	The SATCC's policy is to respond to 'industry issues' (i.e. apprentice and employers concerns/needs) within a 30-day time period. The measure tracks the SATCC's effectiveness at meeting this policy goal.	The measure tracks the share of consultant request forms which are completed within the 30-day timeframe mandated as per SATCC policy.	2015-16 99.4% 2016-17 100.0% 2017-18 98.9% 2018-19 99.9% 2019-20 99.6% (forecast as of Apr. 20) 5 yr. avg. = 99.6% In management's opinion, a target of 95 per cent represents a minimum standard of excellence.
Ratio Compliance Lead: Operations	The SATCC has mandated apprentice to journeyperson ratios within its regulations. The measure tracks how employers comply in this area.	This is a measure to see what percentage of employers are in compliance with regulated apprentice to journeyperson ratios.	The target is the year-to-date percentage of all in-compliance employers inspected by field staff. There is a formal process under development for the selection of worksites to be inspected.	2016-17 99.0% 2017-18 99.5% 2018-19 97.7% 2019-20 98.8% (forecast as of Jan. 20) 4 yr. avg. = 98.8% In management's opinion, a target of 95 per cent represents a minimum standard of excellence.
Training and Development (NEW) Lead: Operations and Client and Corporate Services	This measure tracks dollars spent on staff training and development to equip staff to deliver high quality client service.	To ensure staff are equipped with the training they need to deliver high quality client service.	Total dollars spent on training and development as a percentage of total salary costs. The measure includes the following sub-categories: Staff Training and Development Tuition and Book.	There is \$75K in the 2020-21 Budget for this category based on the following: Staff Training and Development: \$50K Tuition and Book: \$25K This translates into a target of 1.3% $[(\$75K/\$5,636K \times 100 = 1.3\%]$.

Measure	Description	Purpose	Methodology	2020-21 Target Explanation	
Sick Leave (NEW) Lead: Operations and Client and Corporate Services	This measure tracks the average number of ‘culpable’ sick leave days taken per year per employee.	This measure is a proxy for measuring employee engagement. More engaged employees are less likely to take sick leave because they appreciate the negative impact their absence can have on clients, the team and the organization as a whole.	The calculation includes the average number of sick days for both unionized and non-unionized employee groups. The average is adjusted for employees who have taken leaves of absence due to ‘non-culpable’ reasons (e.g. extended medical leave due to serious illness or surgery). Only ‘culpable’ absences (i.e. sick leave that is not for documented medical reasons) are included in the calculation.	2015-16 5.0 days 2016-17 5.3 days 2017-18 5.2 days 2018-19 5.7 days 2019-20 4.7 days 5-yr. avg. = 5.2 days In management’s opinion, a target of 5.5 days per employee represents a standard of excellence for this measure. Management also anticipates an increase in sick leave usage due to COVID-19.	
Employer Satisfaction with SATCC Services Lead: Operations and Client and Corporate Services	The Employer Satisfaction survey was conducted in 2007, 2010, 2013, 2015, 2017 and 2019. The survey asked customer and service satisfaction questions from 2013 on.	To indicate employer satisfaction with SATCC service delivery.	The result is an average of the positive responses to 6 types of services SATCC provides to apprentices. 2013 92.2% 2015 94.2% 2017 94.8% 2019 94.2% Avg. = 93.9%	There is no target set for 2020-21 as the survey is completed on a two-year cycle and won’t be completed again until the fall 2021.	
Apprentice Satisfaction with SATCC Services Lead: Operations and Client and Corporate Services	The Apprentice Satisfaction survey was conducted in 2007, 2010, 2013, 2015, 2017 and 2019. The survey asked customer and service satisfaction questions from 2013 on.	To indicate apprentice satisfaction with SATCC service delivery.	The result is an average of the positive responses to 9 types of service SATCC provides to apprentices. 2013 90.8% 2015 91.8% 2017 93.7% 2019 94.8% Avg. = 92.8%	There is no target set for 2020-21 as the survey is completed on a two-year cycle and won’t be completed again until the fall 2021.	

Measure	Description	Purpose	Methodology	2020-21 Target Explanation										
Employee Engagement Lead: Communications	The Annual Employee Engagement Survey is an internally generated survey which asks employees a number of questions to measure aspects of job satisfaction. The results are tabulated and shared with employees.	Measure SATCC staff satisfaction with their job.	The survey has been administered since 2012. The target is an average of the percentage of employees who strongly agree or agree with the following statement: “I find my work fulfilling and I look forward to coming to work each day.”	<table><tr><td>2015</td><td>69%</td></tr><tr><td>2016</td><td>74%</td></tr><tr><td>2017</td><td>85%</td></tr><tr><td>2018</td><td>81%</td></tr><tr><td>2019</td><td>80%</td></tr></table> 5 yr. avg. = 78% Target rounded to 80 per cent.	2015	69%	2016	74%	2017	85%	2018	81%	2019	80%
2015	69%													
2016	74%													
2017	85%													
2018	81%													
2019	80%													
Share of Registered Apprentices in Technical Training Lead: Client and Corporate Services	The provincial government grant and tuition fee revenues are sufficient to fund apprentice technical training.	In any given year, only a certain percentage of registered apprentices are ready to attend technical training.	The estimated number of technical training seats purchased in a fiscal year divided by the projected number of registered apprentices on July 1.	In 2020-21, the target is 70.0 per cent (4,300 seats divided by 6,186 apprentices = 69.5% rounded up to 70.0%).										
Technical Training Fill Ratio Lead: Client and Corporate Services	The SATCC compares the number of technical training seats purchased with the number of technical training seats used by apprentices.	More apprentices are trained the budget used for purchasing technical training seats is used effectively.	The fill rate is calculated using the number of technical training seats filled by apprentices divided by the total number of training seats purchased. (The number of seats purchased and filled includes the upgraders seats as SATCC pays full price for those seats; the number of seats purchased does not include the number of apprentices who attend technical training outside of Saskatchewan.) The target is set using management’s judgement as to what the optimal target is based on past experience and current human resources.	Due to operational changes and a focus on achieving the highest fill rate possible given the human resources available, the target is being set at 95 per cent; the optimal target in management’s opinion. <table><tr><td>2015-16</td><td>98.7%</td></tr><tr><td>2016-17</td><td>98.1%</td></tr><tr><td>2017-18</td><td>96.9%</td></tr><tr><td>2018-19</td><td>94.6%</td></tr><tr><td>2019-20</td><td>94.9%</td></tr></table> (2019-20 value estimated on Apr. 20 numbers) 5-yr Rolling Avg. = 96.6% rounded up to 97%	2015-16	98.7%	2016-17	98.1%	2017-18	96.9%	2018-19	94.6%	2019-20	94.9%
2015-16	98.7%													
2016-17	98.1%													
2017-18	96.9%													
2018-19	94.6%													
2019-20	94.9%													

Measure	Description	Purpose	Methodology	2020-21 Target Explanation
Administrative Cost Change Lead: Client and Corporate Services	Measures annual change in administrative costs, including SATCC staff salaries, but excluding training expenses.	<p>The purpose of this measure is track management's efforts to control budgeted administrative expenses, not including amortization, to ensure the efficient operation of the organization.</p> <p>Training expenses are excluded from this measure since these are not administrative expenses. Rather, training expenses represent the cost of purchasing training seats from training providers.</p> <p>Amortization is excluded because it's a non-cash expense.</p>	<p>Target ACC = [(Current Year's Budget AE – Previous Year's Budget AE)/Previous Year's Budget AE] x 100</p> <p>Actual ACC = [(Current Year's Actual AE – Previous Year's Budget AE)/Previous Year's Budget AE] x 100</p> <p>Administrative Expenses (AE) = [Total Expenses – Training Expenses - Amortization]</p>	<p>Target ACC = [(2020-21 Budget AE – 2019-20 Budget AE)/ 2019-20 Budget AE] x 100</p> <p>ACC = [(\$8.947M – \$9.062M)/\$9.062M] x 100 = (1.3%)</p> <p>2019-20 Budget AE = \$8.947M (= \$25.049M - \$16.077M - \$0.025M)</p> <p>2019-20 Budget AE = \$9.062M (= \$25.944M - \$16.867M - \$0.015M)</p> <p>The approximate \$115K decrease in budgeted expenses is mainly attributable to decreases in the following expense line items:</p> <p>Board Expenses (-\$50K or - 20.0%) Travel (-\$34K or -20.7%) Advertising, Promotion and Printing (-\$280K or - 34.8%)</p> <p>and is partially offset by increases in the following expense line items: Other Contractual Services (\$129K or +10.2%) Telephone (\$18K or +23.1%) Other Expenses (\$41K or +51.3K)</p>

Measure	Description	Purpose	Methodology	2020-21 Target Explanation
Sponsorship Revenue Lead: Communications	Sponsorship revenue generated to support the SYA Industry Scholarship Program and the Apprenticeship Awards Banquet	To defray costs associated with the annual awards banquet and to ensure the continued ability of the SYA scholarship to be awarded, sponsorship revenue is generated.	Average of the past three years of funds raised for the SYA Scholarship Program; and three quarters the budgeted cost for the Apprenticeship Awards Banquet.	2020-21 Target = \$0K 2017-18 = \$49,400 2018-19 = \$53,020 2019-20 = \$ 42,100* Average = \$42,873 *April 2020 forecast Management has reduced its target on this measure to \$0 for 2020-21 based on feedback from potential sponsors about the likelihood of participation due to current economic conditions resulting from the impact of COVID-19.
Share of Non-Government Revenue (%) Lead: Client and Corporate Services	The share of revenue generated from non-government sources such as Client Fees, Interest, etc.	Measures the reliance of the SATCC on Government of Saskatchewan funding to generate revenue.	Non-Gov't Revenue = Client Fees + Industry Contributions + Products and Services + Interest Non-Gov't Revenue Share = (Non-Gov't Revenue/Total Revenue) x 100	Non-Gov't Revenue = \$4.254M Calculation = \$24.318M – \$20.064M = \$4.254M Total Revenue = \$24.318M GRF Grant = \$20.064M Non-Gov't Revenue Share = (\$4.254/\$24.318M) x 100 = 17.5% rounded to 15% There is significant uncertainty on own-source revenue generation for the SATCC given the impact of COVID-19. Given this uncertainty, the target has been adjusted down to 15.0% for 2020-21.

Appendix H: Definition of Terms Used in This Report

Act and Regulations: [*The Apprenticeship and Trade Certification Act, 2019*](#), [*The Apprenticeship and Trade Certification Commission Regulations, 2020*](#) and [*The Apprenticeship and Trade Certification Commission Regulations, 2020*](#) are the authority under which the program operates.

Apprentice: An individual who is working in a designated trade, has signed a contract of apprenticeship with his or her employer, and is registered with the Apprenticeship and Trade Certification Commission. Note: Apprentices are not students. They are employees in a skilled trade in which they are acquiring skills.

Apprenticeship Training: A system of training that has two main components: workplace training and technical training. The apprentice, the employer or joint training committee, and the Chief Operating Officer sign a contract of apprenticeship. Apprentices learn the knowledge and skills associated with a trade through workplace training which is supervised by a certified journeyperson, combined with technical training. Upon completion of the final level of training, apprentices are eligible to write the journeyperson examination.

Certificate of Completion of Apprenticeship: A certificate issued to an apprentice who has completed the prescribed apprenticeship term for their designated trade; has successfully completed all levels of required technical training; has met all requirements for the Journeyperson Certificate of Qualification.

Compulsory Apprenticeship: An individual must be an apprentice or a journeyperson to work in the trade. There are five compulsory apprenticeship trades in Saskatchewan: Construction Electrician, Plumber, Refrigeration and Air Conditioning Mechanic, Sheet Metal Worker and Sprinkler Fitter.

Designated Trade: An occupation designated under *The Apprenticeship and Trade Certification Act, 2019*. Designation of a trade means that legislated rules apply; standards, technical training and certification examinations are established.

Interprovincial Standards Red Seal Program ([Red Seal](#)): A national certification program that assists workers seeking employment in any province/territory in Canada.

Journeyperson (JP): An individual who has worked at a trade for several years, passed all examinations, and has been issued a Journeyperson Certificate of Qualification from the Saskatchewan Apprenticeship and Trade Certification Commission or other Canadian apprenticeship authority.

Journeyperson Certificate of Qualification (JC): A certificate issued to a person pursuant to Section 29 of *The Apprenticeship and Trade Certification Commission Regulations, 2020*.

Learner's Certificate: A certificate in a designated trade issued to an applicant who has met the eligibility requirements set by the SATCC and trade regulations.

Proficiency Certificate: A certificate is issued to reflect an individual's ability in a significant area of their trade.

Red Seal Endorsement (RSE): An acronym to use as an enhancement to a journeyperson's professional title, representing his/her successful achievement of obtaining the Red Seal endorsement in the given Red Seal trade.

Saskatchewan Apprenticeship and Trade Certification Commission (SATCC): SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeypersons and updating for journeypersons.

Subtrade: A branch of a designated trade that is recognized for training and certification purposes.

Tradesperson: An individual who is working at one of the non-compulsory designated trades, but is not an apprentice or a journeyperson.

Trade Qualifier (TQ): A tradesperson who is not a registered apprentice, but has established eligibility to challenge a certification examination.

Updating: Training designed to enhance the skills of an individual who already holds journeyperson certification.

Upgrading: Training designed to assist a tradesperson in preparing to take a journeyperson examination.

Voluntary Apprenticeship: Workers are encouraged to take apprenticeship training or attain journeyperson certification, but it is not a mandatory requirement to work in the trade.

Work (Workplace) Experience / On-the-Job Training: Also known as “experiential learning.” The experience an individual gains on a job site learning the skills and performing the actual tasks involved in the work of the trade/occupation.

Appendix I: Saskatchewan Apprenticeship and Trade Certification Commission Offices

Head Office

Saskatchewan Apprenticeship and Trade Certification
Commission
2140 Hamilton Street
Regina SK S4P 2E3
Phone: (306) 787-2444
Fax: (306) 787-5105
Toll-free: 1-877-363-0536
Email: apprenticeship@gov.sk.ca
Website : www.saskapprenticeship.ca

Regional Offices

Apprenticeship and Trade Certification Commission
Estevan Regional Office
#201 - 1302A - 3rd Street
Estevan SK S4A 0S2

Apprenticeship and Trade Certification Commission
Northern Regional Office
Box 596
Mistasinihk Place, 1328 La Ronge Avenue
La Ronge SK S0J 1L0

Apprenticeship and Trade Certification Commission
Moose Jaw Regional Office
W.G. Davies Building
Room 222, 110 Ominica Street West
Moose Jaw SK S6H 6V2

Apprenticeship and Trade Certification Commission
North Battleford Regional Office
#109 - 1192 - 102nd Street
North Battleford SK S9A 1E9

Apprenticeship and Trade Certification Commission
Prince Albert Regional Office
141 - 15th Street East
Prince Albert SK S6V 6G1

Business Systems Office
Apprenticeship and Trade Certification Commission
2nd floor, 2221 Cornwall Street
Regina SK S4P 2L1

Apprenticeship and Trade Certification Commission
Saskatoon Regional Office
603 - 45th Street West
Saskatoon SK S7L 5W5

Apprenticeship and Trade Certification Commission
Swift Current Regional Office
Room 538.5, 350 Cheadle Street West
Swift Current SK S9H 4G3

Apprenticeship and Trade Certification Commission
Yorkton Regional Office
Room 102, 72 Smith Street East
Yorkton SK S3N 2Y4