



# Request for Proposals

2022/2023 Fiscal Year

## Indigenous Apprenticeship Initiative

Closing Date: May 26, 2022

Revised February 2022

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## **Purpose:**

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) is soliciting proposals for projects that will increase the number of indigenous participants entering apprenticeship training, eventually leading towards journey person certification. Further, the program supports projects which introduce indigenous people to the designated trades and promotes apprenticeship training and trade certification as a career option.

## **Background:**

The SATCC is an industry-led agency with a legislated mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the SATCC is to:

- work with industry to establish and maintain training program standards
- register, track training progress and issue credentials to apprentices
- promote trade careers and work to build the supply of workers for Saskatchewan employers
- fund training programs in post-secondary institutions

In 2002, the SATCC secured funding to enhance the participation and success in the skilled trades and apprenticeship training in Indigenous communities across the province. This allocated funding remains for this purpose and is currently utilized as the primary funding source for the Indigenous Apprenticeship Initiative Program.

The Indigenous Apprenticeship Initiative program is managed by the SATCC.

## **Eligible projects:**

All proposals must contribute to increasing indigenous people's awareness of, and participation in, designated trades.

### Project Type Include:

- New initiatives not previously undertaken
- "Introduction to Trades" courses
- A level of apprenticeship training
- Cost share - Upgrader training for tradespeople with full trade time
- Job coaching for currently indentured apprentices
- Non-trade specific preparation courses for apprentices prior to apprenticeship training
- Projects resulting in a social benefit to the community
- "Certificate" and "Applied Certificate" programs under 30 weeks will be considered on a case-by-case basis, and awarded dependent on the overall subscription to the initiative and available funds.
- Wage subsidy programs are **NOT** eligible for funding under this program.

### **Preparing your application:**

- To be considered by the SATCC for selection, applicants must submit a completed proposal, **filling out all the information (pages 9-16) in detail**. Incomplete proposals will be returned without further consideration. If additional space is required, please attach documents as needed.
- Trade projects must be in one of the designed trades in Saskatchewan (see Appendix A). For the indigenous participants to receive advanced standing towards apprentice in the trade of the trades project, the instructor must be certified to the Red Seal Standard or to the Certificate of Qualification in non-Red Seal trades for the trade of the course.
- Applicants with more than one submission should prioritize. The top priority project of each applicant will be considered first.
- Higher priority will be given to proposals that have a direct link to employment and support Indigenous apprentice's progress towards journey person certification. Jointly funded proposals will also be given priority.
- Projects that extend beyond one year will be considered. Multi-year projects, which are approved for the first year of funding and which continue to produce good results, will have a high priority for funding in subsequent years, if the SATCC receives the necessary resources.
- Proposals not listed as an eligible project (i.e. Levels 2, 3, 4) **will be required** to fill out the Special Initiatives Tracking Sheet in Appendix C.

### **Order of Application:**

Applicants must complete all sections of the proposal and organize it in the following order:

1. Cover Page
2. Project Overview
3. Labour Market Information
4. Implementation Strategy
5. Project Partners
6. Budget

Applications must be mailed or e-mailed in MS Word or PDF format to:

**Mail:**

Attention: Chris Stubbs  
Indigenous Apprenticeship Initiatives  
Saskatchewan Apprenticeship and  
Trade Certification Commission  
2140 Hamilton Street  
REGINA SK S4P 2E3

Email: [atcindigenousinitiatives@gov.sk.ca](mailto:atcindigenousinitiatives@gov.sk.ca)

**Applications must be received by May 26, 2022 (2:30 p.m.)**

**For further information contact:**

SATCC  
Chris Stubbs - Director Innovation and Inclusion  
Toll Free 1-877-363-0536  
Direct email: [atcindigenousinitiatives@gov.sk.ca](mailto:atcindigenousinitiatives@gov.sk.ca)

<p><b>All questions should be provided in writing to the Director Innovation and Inclusion:</b> <a href="mailto:atcindigenousinitiatives@gov.sk.ca">atcindigenousinitiatives@gov.sk.ca</a></p>
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### **Proposal approval process:**

- The proposal, along with supporting documents, will be reviewed for completeness by the SATCC. Applicants may be contacted if clarification or additional information is required.
- Once all proposals are submitted, the SATCC will meet with the Indigenous Apprenticeship Initiative Selection Committee. The role of the Indigenous Apprenticeship Initiative Selection Committee is to review and recommend projects to the SATCC for funding.
- It is expected successful applicants will be notified prior to **July 27, 2021**.

### **Selection Criteria:**

The Indigenous Apprenticeship Initiative Selection Committee will use the following criteria to rank the applications:

**Project Overview** - provide a clear statement of the purpose for developing the proposal; identify how your community/band came to realize the need to deliver training; how many people will benefit from this project, etc.

**Labour Market Information** - indicate the extent of industry's support and involvement including a list of employers willing to indenture apprentices. All training must lead to employment to ensure participants reach journeyman status.

**Implementation Strategy** - description of the steps to implement the project, including strategies to ensure apprentices has the reading and math skills to complete the project. It is strongly recommended candidates have a minimum of grade 10 and prior exposure to the trades.

**Project Partners** - identify all partners, Indigenous and non- Indigenous, and the role each will play. Letters of support from individuals, groups, and organizations/associations that have a direct interest in your application and are willing to support your project should be provided.

**Budget** - provide a straightforward and comprehensive account of costs. Indicate direct costs, shared costs, in kind contributions and the total project costs. Amounts indicated should be rounded off to the nearest dollar.

### Costs Eligible for Funding:

- The Indigenous Apprenticeship Initiatives funding may be applied to traditional training projects such as release time for instructors, facility, equipment rentals, course supplies, etc. The funding may also be applied for academic upgrading but these costs must be included in your total budget. If participants ***do not have the reading and math skill necessary*** to complete the apprenticeship program successfully after upgrading they will not be registered as apprentices.

**Note:** Proposals submitted for job coaching, mentoring or culturally relevant delivery may not require the same level of detail as a traditional training project. However, all information provided must support the application.

### Reporting and Delivery Requirements after Approval:

- In order to be considered for the program, applicants are required to fill out and submit a student application form to the Indigenous Apprenticeship Initiative Coordinator. Copies of application forms must be provided to the SATCC ***(It should be noted that if approved training is apprenticeship training, all training participants must be employed in the trade and be registered as an apprentice through the SATCC).***
- The training deliverers will be required to submit weekly attendance records to the SATCC Indigenous Apprenticeship Initiative Coordinator.
- Progress reports must also be submitted to the SATCC Indigenous Apprenticeship Initiative Coordinator on or before the dates outlined in the contract. The reports shall accurately reflect the overall progression of each student as well as a summary of the successes and failures of the program. An outline will be provided in the contract.
- A **final budget** will also be requested from delivery agents upon completion of the project. Expenditures must be backed up with satisfactory documentation of costs (i.e., invoices, bills, etc.).
- Approved projects will be asked to participate in an evaluation to help the SATCC determine how well the initiative is serving the learner. Results of evaluations will be used as a basis for identifying problem areas and making changes to improve effectiveness. Learners will also be asked to participate by filling out student evaluation forms, which will be distributed on the last day of class. Evaluation forms will be provided by the SATCC.

## Definitions:

An **apprentice** is an individual who is working in a designated trade and has signed a contract of apprenticeship with his or her employer and is registered with the SATCC. Apprentices are not students, but employees in a trade in which they are acquiring skills. When an apprentice achieves the standards of performance and completes the apprenticeship program, the SATCC awards a journeyperson certificate to the apprentice.

**Apprenticeship training** is the formal system of training in which the employee learns the skills of a trade while being employed in the trade and building a career. The employee enters into an apprenticeship contract with the employer which is registered through the SATCC. Apprentices spend approximately **80% of their time working on the job** and learning from a certified journeyperson. This practical training is reinforced with periods of theoretical and technical training, usually at a technical institute. Apprenticeship training ranges from two to four years, depending on the trade. Industry is typically responsible for most of the costs. The registration fee is currently \$200.00, but is subject to change.

***It should be noted that in most 4 year programs, 1800 hours of technical training and on-the-job experience are required each year before apprentices can proceed to the next level of training.***

**Work (Workplace) experience, also known as “experimental learning,”** is 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.

**Indenture** is the act of signing an apprenticeship contract with an employer or joint training committee and the Chief Operating Officer of Apprenticeship.

**Journeyperson** is an individual who has worked at a trade for a prescribed number of years and hours, passed all examinations, and has been issued a Journeyperson Certification of Qualification from the Saskatchewan Apprenticeship and Trades Certification Commission. To be assessed for eligibility and write the inter-provincial journeyperson examination there is a fee of \$525.00; this fee is subject to change.

# Indigenous Apprenticeship Initiatives Cover Sheet

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**THIS PAGE MUST BE FILLED OUT AND INCLUDED WITH YOUR PROPOSAL**

## **Project Information**

1. **Project Title** (the title should be a briefly stated description of the proposed project)

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2. **Name of Trade and Level being delivered** \_\_\_\_\_

3. **Training Location** \_\_\_\_\_

4. **Training Date(s)** \_\_\_\_\_ to \_\_\_\_\_

5. **Number of Training days** \_\_\_\_\_

6. **Number of Training hours per day** \_\_\_\_\_

7. **Name of Delivery Agency** \_\_\_\_\_

8. **Total Budget** \_\_\_\_\_

9. **Project Amount Requested from the SATCC** \_\_\_\_\_

**Contact Information**

**Names of Contact Person(s)** (the contact person should be the person who prepared the project proposal, or who can answer the questions regarding the project).

\_\_\_\_\_

Address \_\_\_\_\_

Phone (Bus) \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

PROVIDE THE NAME(S) & TITLE(S) OF THE PERSON(S) AUTHORIZED TO SIGN ON BEHALF OF THE PROJECT **(PLEASE PRINT)**

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## Proposal Template

The Saskatchewan Apprenticeship and Trade Certification Commission is calling for proposals to fund qualified delivery agents to provide apprenticeship and trades exposure training and similar in Indigenous communities. The proposal **must be** submitted in sufficient detail as outlined below.

It is estimated the contract would commence approximately \_\_\_\_\_, **2022** and conclude approximately \_\_\_\_\_, **2022/23**.

### **Section One: Project Overview**

*Provide a brief statement of the rational and general details including the objective and expected outcomes.*

**Rationale** (refers to reasons why you've chosen to offer technical training. State why the project is useful and how it will meet the needs of your community/band).

**Project Description** (Using paragraph form, outline what you hope to accomplish by doing this project. Include a brief description of what your project is about, how many people you hope it will benefit, etc.).

**Expected outcomes** (Benefits of the program for students and the community).

### **Section Two: Labor Market Information**

*Provide an overview of potential employers in your area.*

Specify the total number of employers in your community or in neighboring communities.

From the total number, state the **percentages** that are hiring apprentices in the trade you are applying for funding. Please provide **the employers names**.

Of those employers how many are willing to hire your students as apprentices. Please list the employer's names and attach signed agreements.



Please identify any training supports (i.e. job coach) available to your students that will help integrate them into and maintain employment.

If there is no economic development being undertaken in your community, what other possible solutions are available in finding apprentices work (i.e. transport student to surrounding communities for employment opportunities).

### **Section Three: Implementation Strategies**

*Provide an overview of how you will carry out your project from start to finish.*

Describe the steps that will be required to implement the project proposal.

Describe the process and criteria you will employ to select candidates to participate in the IAI program (**It is strongly recommended candidates have a minimum of grade 10 and prior exposure to the trades**).

Please identify the strategies (i.e., academic upgrading, tutors) you will employ to ensure apprentices have the necessary reading and math skills to complete the apprenticeship program successfully. (It should be noted, in previous Indigenous apprenticeship projects, apprentices without the required reading and math skills have struggled to complete, or did not complete the training successfully).

In this section indicate how you will monitor the program to ensure your expected outcomes are being met.

#### **Section Four: Project Partners**

*1. Please identify direct and indirect partners participating in the proposed project and what they have agreed to contribute (e.g., financial contribution, in-kind, use of equipment, etc.).*

Provide relevant letters of support from individuals, groups, organizations/associations, that have a direct interest in your proposed project and are willing to support your application at this time. (Please attach all letters in this section).

<b>Sample Budget</b>						
Budget			<u>Direct Cost</u>	<u>In Kind Contributions</u>	<u>SATCC Contribution</u>	<u>Other</u>
Location:			\$ -	\$ -	\$ -	\$ -
Number of students:			\$ -	\$ -	\$ -	\$ -
Length (days):			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
		<b>Subtotal</b>	\$ -	\$ -	\$ -	\$ -
<b>Personnel</b>						
Salaries - Instructors (includes 1 wk prep, follow-up)			\$ -	\$ -	\$ -	\$ -
Benefits - Instructor			\$ -	\$ -	\$ -	\$ -
Travel, Meals and Accommodations (project staff)			\$ -	\$ -	\$ -	\$ -
Other			\$ -	\$ -	\$ -	\$ -
		<b>Subtotal</b>	\$ -	\$ -	\$ -	\$ -
<b>Operations</b>						
Rent (shop space at \$0/month)			\$ -	\$ -	\$ -	\$ -
Rent - Equipment ( tools and equipment)			\$ -	\$ -	\$ -	\$ -
Printing/Photocopying			\$ -	\$ -	\$ -	\$ -
Shipping, moving and courier (includes moving tools)			\$ -	\$ -	\$ -	\$ -
Other			\$ -	\$ -	\$ -	\$ -
		<b>Subtotal</b>	\$ -	\$ -	\$ -	\$ -
<b>Supplies and Resources</b>						
Curriculum			\$ -	\$ -	\$ -	\$ -
Student Supplies (work tools and safety equipment, consumables-lumber, etc.)			\$ -	\$ -	\$ -	\$ -
Office Supplies			\$ -	\$ -	\$ -	\$ -
Textbooks @			\$ -	\$ -	\$ -	\$ -
Learning Guides			\$ -	\$ -	\$ -	\$ -
Videos			\$ -	\$ -	\$ -	\$ -
Tools and Equipment			\$ -	\$ -	\$ -	\$ -
Transportation i.e.: Bus, Van etc.			\$ -	\$ -	\$ -	\$ -
Other			\$ -	\$ -	\$ -	\$ -
		<b>Subtotal</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual</b>						
Other-3 days safety training (first aid/CPR, WHMIS)			\$ -	\$ -	\$ -	\$ -
		<b>Subtotal</b>	\$ -	\$ -	\$ -	\$ -
<b>Management Costs</b>						
Coordination			\$ -	\$ -	\$ -	\$ -
Pre-Coordination			\$ -	\$ -	\$ -	\$ -
Post-Coordination			\$ -	\$ -	\$ -	\$ -
Monitoring			\$ -	\$ -	\$ -	\$ -
Registration (Transcripts)			\$ -	\$ -	\$ -	\$ -
Administration (5% of total final budget)			\$ -	\$ -	\$ -	\$ -

		Subtotal	\$ -	\$ -	\$ -	\$ -
		Total	\$ -	\$ -	\$ -	\$ -
<b>Important Note:</b>	No food purchase of any kind will be allowed with the exception of the instructors per diem.					

## Appendix A

### Apprenticeship Trades by Sector

#### **Agriculture, Tourism and Service**

Cook (IP)

Esthetician

- Nail Technician
- Skin Care Technician

Food and Beverage Person

Guest Services Representative

Hairstylist (IP)

Landscape Horticulturist

Locksmith

Meat Cutter

- Processor
- Slaughterer

#### **Construction**

Boilermaker (IP)

Bricklayer (IP)

Cabinetmaker (IP)

Carpenter (IP)

- Framer
- Scaffolder

Construction Craft Labourer (IP)

Mobile Crane Operator (IP)

- Boom Truck Operator "A"
- Boom Truck Operator "B"

Construction Electrician (IP)\*

Glazier

Industrial Mechanic (Millwright) (IP)\*

Insulator (Heat and Frost) (IP)

Ironworker (Reinforcing) (IP)

Ironworker (Structural/Ornamental) (IP)

Lather (Interior Systems Mechanic) (IP)

Painter and Decorator (IP)

Tower Crane Operator(IP)

#### **Construction**

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  
Tilesetter (IP)

### **Production and Maintenance**

Construction Electrician (IP)\*  
Electronics Assembler  
Instrumentation and Control Technician (IP)  
Industrial Mechanic (Millwright) (IP)\*  
Machinist (IP)  
Refrigeration and Air Conditioning Mechanic (IP)\*  
Metal Fabricator (Fitter) (IP)  
Welder (IP)  
    ○ Semiautomatic Welding Production Operator

### **Motive Repair**

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)  
Truck and Transport Mechanic (IP)

- Represents a sub-trade or endorsement
  - Represents a journeyperson certificate in the trade specialty
  - \* The designated trade is part of more than one industry sector
- (IP) This trade or sub-trade is recognized with the Red Seal interprovincial status

## Appendix B - Sample Letter of Support

<<Date>>

«Name»

«Address»

«City», «Prov» «Post»

Re: Indigenous Apprenticeship Initiative  
Employment Letter of Support

Dear «Sir or Madam»

<<<Insert your organizations name>> is currently applying to facilitate a level <<insert level number>> <<insert trade>> apprentice training on the <<insert location>>. The process requires the following details from industry.

Does your company hire <<insert trade>> apprentices?

☐ Yes

☐ No

Given the current or increase levels of business activity at your firm, would you consider hiring a graduate of the Indigenous Apprenticeship Initiative program?

☐ Yes

☐ No

If yes, how many would you be able to hire \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Position \_\_\_\_\_




**APPENDIX "D"**

**Reimbursable and Non-reimbursable Expenses**

This document provides information on expenses which will or will not be reimbursed by the Commission as they relate to training purchased by the Commission.

**Reimbursable Expenses:**

- Meals/Travel/Lodging  
Only in special circumstances if pre-approved by the Commission and not to exceed provincial government rates
- Facilities other than facilities normally occupied by the Contractor
  - **Maximum of \$550 per each week of training which will include:**
    - Power, energy, telephone, internet, water, maintenance, and custodial services
    - equipment located on campus
- Equipment Rental
  - Only for required equipment if pre-approved by the Commission and rented from a third party, supported by receipts
- Consumable Shop Supplies
  - Amount shall not exceed the amount charged by the home training provider if there is one, or reasonable expenses pre-approved by the Commission and charged by the Contractor if there is no home training provider,
- Textbooks
  - Textbooks will be provided and retained by the Contractor and are not to exceed that charged by the home training provider if there is one, or pre-approved by the Commission and charged by the Contractor if there is no home training provider,
  - The cost of a textbook is to be pro-rated over a three-year period.

- Apprentices are required to purchase code books for the trade as required.
  
- Administration Charge – Maximum of 5% of total above expenditures and includes:
  - Instructor Supplies and Photocopying
  - Phone/Fax
  - Courier

**Non-reimbursable Expenses:**

The following expenses do not qualify for reimbursement and will not be reimbursed by the Commission.

- Advertising
- Coordination, monitoring and liaison unless pre-approved by the Commission.
- Counseling, assessment, reception/clerical
- Student expenses and personal items, including
  - Pens, paper, binders etc.
  - Tools
  - Student campus fees
  - Student travel, unless pre-approved by the Commission
- Purchase of anything that becomes or can become an asset of the Contractor unless specifically noted above or pre-approved by the Commission.

The Commission reserves the right to review any expenses prior to reimbursement.

Receipts are required for all expenses, where applicable.