



APPLICATION PACKAGE FOR DESIGNATION OF AN OCCUPATION

Under

The Apprenticeship and Trade Certification Act, 2019

May 16, 2022

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Table of Contents

Purpose of the Document.....	3
Preparing your Application	3
Application Review	4
Definitions.....	5
Designation of Occupation Cover Sheet.....	6
Guidelines for Designation of an Occupation.....	7

Purpose

The purpose of this document is to:

1. Provide information that will help those in making an application to designate an Occupation under *The Apprenticeship and Trade Certification Act, 2019*.
2. Provide guidelines to assist in the preparation of an application for designation and the supporting documentation.
3. Provide a checklist to ensure all necessary information is included in the application.

Preparing your Application

1. The application process is intended to assist the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) in the review of your request for designation of an Occupation.
2. Applicants must complete both sections of the application (cover page and guidelines), answering all questions in detail. If additional space is required, please use the reverse side of the application. Please ensure the application is not handwritten for purposes of clarity.
3. When gathering industry's views, applicants might consider assembling a committee comprised of employers and employees from different regions in Saskatchewan (i.e., North and South) to ensure feedback is representative.
4. If required, the SATCC will be available to make presentations to your industry and facilitate discussions about the benefits of Occupational certification, help you to complete your application, and assist you in your proposal. For more information, please contact the Director, Apprenticeship Services (or their designate) at (306) 933-5270 or email Kevin.Graham@gov.sk.ca for more information.
5. Applications should be mailed or emailed in MS Word or PDF format to:
Saskatchewan Apprenticeship and Trade Certification Commission
Attention: Director, Apprenticeship Services
603 45th Street West
Saskatoon, SK S7L 5W5
Email: Kevin.Graham@gov.sk.ca

Application Review Process

1. The application along with any supporting documents will be reviewed for completeness by the Director, Apprenticeship Services. Applicants may be contacted if the Director requires clarification or additional information concerning the submission.
2. Once the Director, Apprenticeship Services has completed the assessment and is satisfied with the findings, the application and supporting documents will be forwarded onto the Standards Committee. The role of the Standards Committee is to assist the SATCCommission Board as it considers issues related to the standards of training, certification, examination, curriculum, and entrance requirements.
3. Based on the information provided by the Standards Committee, *the Commission* then decides if an Occupation is to be designated.

Definitions

A designated **Occupation** is an occupation designated under The Apprenticeship and Trade Certification Act, 2019. Designation of an Occupation, which leads to the receipt of an Occupational Certification, means that legislated rules apply and that any combination of standards, training (either on-the-job and/or formal training), and certification examination(s) and/or assessment(s) may be established. When an individual meets the standards prescribed by industry, the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) grants them an Occupational Certificate.

An **Occupational Worker** is an individual who is working in a designated Occupation and has or is receiving Occupational training or upskilling. When an occupational worker achieves the required combination of standards of performance, completes the occupational training (either on-the-job and/or formal training), and, if necessary, is successful at the required examination(s) and/or assessment(s), the SATCC awards an occupational certificate to the worker.

Occupational training is the formal system of industry prescribed training or upskilling in which the employee learns the skills of an Occupation before, or while being employed in the Occupation and building a career. Occupational training can range from days, to months, to years, depending on the Occupation. The training can be pre, post, or during employment. Occupational training may consist of on-the-job training, technical training (virtual or in-person), or a combination of both. It can result in an occupational certification or build towards a certification in a trade or other designated employment certification.

Occupational Certificate is a credential issued by the SATCC for an individual who has completed a prescribed program of technical training and/or on-the-job training in a designated occupation. And, if required, passed all required examinations and/or assessments.

Please complete the following application for designation as an occupation:

DESIGNATION OF AN OCCUPATION COVER SHEET

TITLE OF SUBMISSION _____

NAME OF CONTACT PERSON _____

Address

Phone (BUS)

(RES)

(CELL)

Fax

E-mail

NAME OF CONTACT PERSON _____

Address

Phone (BUS)

(RES)

(CELL)

Fax

E-mail

GUIDELINES FOR DESIGNATION OF AN OCCUPATION

For making application for designation under *The Apprenticeship and Trade Certification Act 2019*

A review of the application for the designation of an Occupation will include an evaluation of each of the components that may be proposed as a requirement for certification; on-the-job training, technical or formal training, and examinations and/or assessments.

A standard premise, and significant benefit, of the apprenticeship style of learning is the value of the on-the-job training component. An integral part of the review of the proposal, and the subsequent details which may be needed before designation, will be evaluating whether training beyond on-the job training will be required, and if so, does such training currently exist or would training need to be developed as part of the certification process.

The Apprenticeship and Trade Certification Act 2019 requires that SATCC, when considering the designation of an occupation shall require the development of a human resource plan and/or a plan of apprenticeship. The SATCC has the option to waive the requirement of both plans, or some of the requirements within the plans, should the occupation be deemed as certification only. A certification only occupation is an occupation where the SATCC would administer a certification process, including perhaps an examination and/or assessment, but not be required to provide or develop a corresponding technical training program as training occurs entirely on-the job or a technical training program exists which is already widely recognized within the industry. When training occurs entirely on-the-job, an examination and/or assessment would be required for certification.

Should your occupation be considered as certification only, the following will need to accompany this application:

- written verification that a significant majority of employers and persons working in the occupation support the request for designation.
- an estimate of the number of persons actively engaged in the work of the occupation.
- an indication of the need for recognition of an existing program of training, on the job and/or technical training, to reinforce the knowledge, skills and attitudes required to perform the range of skills necessary to develop a certified worker within this occupation.
- an occupational analysis (job tasks and knowledge required to perform the tasks) outlining the level of skill an occupational worker needs to attain to perform the tasks of an occupational certificate holder.

Should your occupation require the training in addition to on-the-job training, and industry

recognized training does not already exist, a human resource plan will be required, as per *The Apprenticeship and Trade Certification Act 2019*, to accompany this application. This plan is required as the SATCC will need to confirm a significant commitment from employers within the occupation and confirm the level of interest in employees attending training to become certified through the occupation pathway. This commitment is essential prior to an investment in human and financial resources towards the development, and potential delivery, of training, examinations/assessments, and certification.

If required, the human resource plan must contain the following information:

- a) The need for a program of training on the job that addresses the range of knowledge and skills required by an Occupational Certificate holder;
- b) The need for technical training to reinforce the knowledge, skills and attitudes learned on the job;
- c) Written verification that a majority of employers and employees in the occupation support the request for designation;
- d) Whether the proposed occupation could provide a viable career;
- e) An estimate of the number of workers eligible to enroll annually in the program; and
- f) Any other matter the Commission Board requests.

The **human resource plan will be reviewed** by the SATCC and the designated occupation committee at least **once every five years**.

When preparing your application for a designated occupation, include the following information in conjunction with the guidelines.

Specifics of the occupation, the work/tasks, and the training?

1. Provide a detailed definition of the occupation, including a description of the work/tasks performed.
2. Indicate how workers in the proposed occupation currently receive training.
3. How will training standards be measured and kept current, or how are they currently measured and kept current?

The need for technical training to reinforce the knowledge, skills and attitudes learned on the job. Please provide the following for the purposes of approving additional training providers

or the development of training if necessary (a copy of existing training can be supplied):

1. What skills and knowledge are required to perform the main functions of the proposed occupation?
2. What are the major topics that should be covered in a technical training program for occupational workers?
3. What entry level education requirement should be obtained for the proposed occupation, if any?
4. What is the status and availability of technical training facilities in the proposed occupation in Saskatchewan? In other provinces? Or is training offered virtually?
5. If training is not, or cannot be, provided in Saskatchewan, would industry/workers support or recognize out-of-province training?
6. What should the estimated length of technical and/or on the job training be to ensure adequate exposure to the range of skills of the occupation?
7. Are there other types of training that may work more efficiently (i.e., online, distance education)?

Written verification that most employers and employees in the occupation support the request for designation. The level of support for the designation of an occupation provides the SATCC with some indication that the certification will be broadly recognized and valued within the province.

It is important the SATCC understand the industry commitment to the designation of this occupation. If the SATCC needs to develop a formal technical training program, then additional attention will need to be given to the responses to the questions below as the SATCC must confirm that industry and employer commitment warrants consideration to develop the training.

1. Provide a list with contact information of individuals, and or companies/associations involved in the development of the application.
2. Which individuals, groups, and organizations/associations, other than those mentioned in question one, have a direct interest in the proposed occupation and are willing to support an application at this time. Describe the process used to determine industry support and provide a letter or report of the results.
3. Indicate the reasons provided by those who support the application (i.e., why would a certification be useful to this occupation).
4. To the best of your knowledge, how many employers are currently in this occupation in Saskatchewan.

5. How many employees are currently working in this occupation in Saskatchewan (approximates based upon identified industry knowledge of participants)
6. Indicate the approximate annual number of workers that could seek certification. Describe how this estimate was calculated.
7. Should the development of training by the SATCC be required, please describe the approach that will be taken by this industry to promote the proposed occupation (before and after designation) to employers and employees.

Individuals, groups and or organizations/associations affected by designation.

1. Which, if any, individuals (employees, employers), groups, organizations/associations active in the occupation, are **not, or may not be**, prepared to support an application at this time?
2. What are some of the possible concerns, or apprehensions individuals (employees, employers), groups and or organizations/associations have **stated** for not supporting the application at this time, and what attempts could be made to alleviate their concerns.