



Apprenticeship Technical Training Information

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Prior To Enrolment

All apprentices, other than those receiving full or partial wages from their employer, should apply for Employment Insurance (EI) online at www.canada.gc.ca immediately after you stop working. You do not have to wait for your Record of Employment.

To apply, the apprentice application form can be accessed using the Reference Code provided in the appropriate Knowledge Article in MyATC. A link to the appropriate Knowledge Article is provided in the Training Event RSVP. The Knowledge Article will guide you through the application process.

Make arrangements with your employer to either:

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

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

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

Employment Insurance (EI) Benefits

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

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

1. Internet Reporting Service at: www.servicecanada.gc.ca - click on online forms and services in the top menu bar.
 - Allows you to answer the questions at your own pace.
 - Makes it easy to read and verify your answers before submitting your report
2. Telephone Reporting Service call: 1-800-531-7555

Direct Deposit:

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

Apprenticeship Training Allowance

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

Apprentices must be EI eligible to receive the ATA. Information on how to apply for the ATA is provided in the appropriate Knowledge Article in MyATC.

A Provincial Living Allowance maybe provided to individuals who do not qualify for EI Benefits. You must apply for EI as a first step. If specific criteria are met, you maybe eligible to receive Provincial Living Allowance.

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

Technical Training Information

A. Attendance

Failure to attend technical training classes may result in the cancellation of your Apprenticeship Contract.

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

B. Reporting

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

C. Registration Costs

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

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

D. Mathematics Evaluation

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

E. Books

Apprentices may be required to provide or purchase the code books for their trade. Code books are available at Saskatchewan Polytechnic Campus bookstores. Code books may need to be ordered online. See SATCC web page for Code Book requirements (<https://saskapprenticeship.ca/technical-training-information>).

Course packs will be supplied by the Saskatchewan Apprenticeship and Trade Certification Commission through your training provider.

F. Lodging – Saskatchewan Polytechnic

Saskatchewan Polytechnic maintains a list of suitable light housekeeping and boarding places. This list can be obtained prior to your course by contacting Saskatchewan Polytechnic Students Association at <https://spsa.ca/housingregistry> or call 306-659-4421.

G. Student Parking – Saskatchewan Polytechnic

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

H. Lockers – Saskatchewan Polytechnic

Online booking is now available for locker rentals. For details on rental fees, how to rent a locker and more, visit <http://saskpolytech.ca/lockers>.

I. Learning Services – Saskatchewan Polytechnic

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

<https://saskpolytech.ca/student-services/academic/learning-services.aspx>

Moose Jaw Campus – 306-691-8311

Prince Albert Campus – 306-765-1611

Regina Campus – 306-775-7436

Saskatoon Campus – 306-659-4050

Training Reports/Transcripts

Training reports/transcripts can be accessed through the apprentice's profile in MyATC after each level of technical training has been completed. Be sure to read them carefully.

Training Providers for each Trade

Trade	Saskatchewan Polytechnic	Saskatchewan Indian Institute of Technologies	Western Trade Training Institute	Parkland College	Prairie Arctic Trades Training Centre	Southeast College
Agricultural Equipment Technician						
Auto Body and Collision Technician						
Automotive Service Technician						
Bricklayer						
Carpenter						
Construction Electrician						
Cook						
Heavy Duty Equipment Technician						
Industrial Mechanic (Millwright)						
Instrumentation and Control Technician						
Lather (Interior Systems Mechanic)						
Machinist						
Metal Fabricator						
Mobile Crane Operator						
Parts Technician						
Plumber						
Powerline Technician						
Refrigeration and Air Conditioning Mechanic						
Roofer						
Scaffolder						
Sheet Metal Worker						
Steamfitter/Pipefitter						
Truck and Transport Mechanic						
Welder						

Items Needed for Training

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

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

Program Specific Requirements

Agricultural Equipment Technician

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

Auto Body and Collision Technician

- CSA approved footwear and safety glasses must be worn in the shop at all times.
- Simple function calculator
- Leather work gloves
- Solvent resistant gloves
- 1 box latex/nitrile gloves
- Cloth coveralls
- Paint suit

- Particulate respirator
- MIG welding helmet
- Safety supplies can be purchased through the program

Automotive Service Technician

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

Bricklayer

- CSA approved footwear must be worn in the shop at all times.
- Appropriate clothing (shirts with sleeves and no shorts)
- Calculator (Texas Instruments model T1-30XA)
- 2 pairs of work gloves
- 1 pair safety glasses with side shields, or goggles
- 1 metric tape measure and 1 brick spacing tape measure
- 24" heavy duty plastic toolbox
- 1 brick hammer
- 1 mason's trowel (10"-10 1/2")
- 2 jointers, flat (1/4 & 3/8)
- 2 jointers, round (1/4 & 3/8)
- 1 hand brush
- 1 raker
- 1 pointing trowel
- 1 torpedo level
- 1 of each: torpedo level, 48" Level and 16"-24" level
- 1 brick set chisel (bolster) (3-4")
- Line blocks (2)
- Pencils, pens & 2 – 3" ring binders
- Permanent Sharpie markers (2)

Carpenter

- CSA approved footwear must be worn in the shop at all times.
- Metric and imperial tape measure
- 1 pair safety glasses with side shields, or goggles

- Calculator (Texas Instruments model T1-30XA)
- #2 Robertson and #2 Phillips driver bits for drills/impacts
- 3-ring binder (2-3 inch)
- Pencils and pens
- Appropriate clothing (shirts with sleeves and no shorts)
- Carpenter's apron, hammer, speed square, utility knife
- See web page for Code Book requirements

Construction Electrician

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

Cook

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

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

Heavy Duty Equipment Technician

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

Industrial Mechanic (Millwright)

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

Instrumentation and Control Technician

- CSA approved footwear must be worn in the shop at all times.
- Calculator (Texas Instruments model T1-30XA)
- 1 pair safety glasses with side shields, or goggles
- Pens, pencils, erasers, highlighters, rulers, and 3-ring binder(s) with note paper

Ironworker (Structural/Ornamental)

- CSA approved footwear must be worn in the shop at all times.
- CSA approved hard hat
- Seasonal work clothes
- 2 – 1 1/4" spud wrenches
- 3/4" or 7/8" aligning bar
- Bull pin
- 4 - 6 lbs. hammer
- 12" adjustable wrench
- Bolt bag
- Striker
- 25' tape measure
- Safety glasses

Lather (Interior Systems Mechanic)

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

Machinist

- CSA approved footwear
- CSA approved safety glasses (face fitting type or goggle style)

- Calculator (Texas Instruments model T1-30XA)
- Pencil, Pen, Sharpie Marker
- Digital Caliper
- Shop coat or coveralls

Metal Fabricator (Fitter)

- Cotton coveralls
- Steel toe/neoprene sole work boots
- Leather work gloves (fitter's gloves)
- Safety glasses
- 16' x 3/4" tape measure
- 5 m x 3/4" tape measure
- 12" combination square
- Vice grip 11r or equivalent – 11" locking C clamp
- Soap stone holder, flat
- Ball peen hammer
- Scribe
- Center punch
- MIG pliers
- Small lockable toolbox
- Calculator
- Welding helmet
- Combination square set including square head, center head and protractor head (optional)

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

Mobile Crane Operator (Tower Crane Operator and Boom Truck Operator)

- Notebook or looseleaf paper
- Pens, pencils, erasers
- Calculator

Parts Technician

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

Plumber

- CSA approved footwear must be worn in the shop at all times.
- Drafting kit can be purchased from campus bookstore
- 12' tape measure (imperial and metric)
- Work clothes
- 1 pair safety glasses with side shields, or goggles
- Hard hats and ear plugs are provided by the program when required.
- See web page for Code Book requirements.

Powerline Technician

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

Refrigeration and Air Conditioning Mechanic

- CSA approved footwear must be worn in the shop at all times.
- Appropriate work clothing
- 1 pair safety glasses with side shields, or goggles
- Drafting kit may be purchased at campus bookstore
- See web page for Code Book requirements

Scaffolder

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

Sheet Metal Worker

- Cotton coveralls
- Leather work gloves
- Leather welding gloves

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

Steamfitter-Pipefitter

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

Truck and Transport Mechanic

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

Welder

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