

# Saskatchewan Apprenticeship and Trade Certification Commission

## Annual Report for 2021-22

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# Letters of Transmittal



The Honourable  
Jeremy Harrison  
Minister of Immigration  
and Career Training

Office of the Lieutenant Governor of Saskatchewan

I respectfully submit the Annual Report for the Saskatchewan Apprenticeship and Trade Certification Commission for the fiscal year ending June 30, 2022.

A handwritten signature in black ink, appearing to read "Jeremy H.", with a stylized flourish at the end.

Jeremy Harrison  
Minister of Immigration and Career Training



Drew Tiefenbach  
Saskatchewan  
Apprenticeship and  
Trade Certification  
Commission  
Board Chair

The Honourable Jeremy Harrison  
Minister of Immigration and Career Training

Dear Minister:

I have the honour of submitting the Annual Report of the Saskatchewan Apprenticeship and Trade Certification Commission for the fiscal year ending June 30, 2022.

A handwritten signature in black ink, appearing to read "Drew Tiefenbach", written in a cursive style.

Drew Tiefenbach  
Commission Board Chair

A handwritten signature in black ink, appearing to read "Jeff Ritter", written in a cursive style.

Jeff Ritter  
Chief Executive Officer

# Commission Overview

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

The SATCC is authorized to make regulations to ensure the efficient, effective operation of the apprenticeship system and to meet the needs of industry in a timely manner. Through its industry board structure and The Act, the SATCC is accountable to the industry it serves and the Government of Saskatchewan. The SATCC Board Chair reports to the Minister of Immigration and Career Training, who is responsible for the administration of The Act.

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

- 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.

This annual report presents the SATCC’s results for the fiscal year ending June 30, 2022. It provides the results of publicly committed strategies, actions and performance measures identified in the SATCC’s one-year [2021-22 Business Plan](#) and five-year [2017-22 Strategic Plan](#).

The graphic below shows the vision, mandate, values and goals from the SATCC’s 2017-22 Strategic Plan.



# Progress in 2021-22

## Goal 1

### Government Goals



### Commission Goal

Satisfy Industry Demand for a Skilled and Certified Workforce in Saskatchewan

### Strategy

1.1 Be Responsive to Industry Demand

#### Key Actions

- Between July 2021 and June 2022, the SATCC registered a total 1,824 apprentices. This exceeded the target of 1,600 registrations set for the year by 14 per cent. The number of registrations is outside the control of the SATCC, but it is an important measure to track due to the demand nature of the apprenticeship system.
- The total number of apprentices in the system on June 30, 2022, was 6,271, above the target of 6,000 by 4.5 per cent. The number of apprentices in the system is partly dependent upon program progression; this requires apprentices to be employed in their trade, obtain enough workplace hours to meet trade time hour requirements and successfully complete the levels of required technical training.
- The SATCC budgeted to purchase more than 4,200 technical training seats in 2021-22. A total of 3,897 training seats were purchased in 2021-22 (7.2 per cent below the target).
- The Technical Training Allocation Strategy began with work on the renewal of the Training Protocol Agreement (TPA) with Saskatchewan Polytechnic. Significant progress on negotiating the TPA was made in 2021-22 but was not completed. More work will be completed on the allocation strategy once the TPA is finalized.

### Strategy

1.2 Quality Training and Certification

#### Key Actions

- Apprentices receive their journeyman certification once they pass all levels of required technical training, complete their required trade time, and pass the certification examination. If the apprentice is in a Red Seal trade, they receive a Red Seal endorsement, meaning their certification is recognized in all Canadian provinces and territories. Outcomes in this area are:
  - 987 apprentices achieved journeyman certification in 2021-22, missing the target of 1,000 certifications for the year by 1.3 per cent.

- The Red Seal Exam Pass Rate was 65 per cent, below the target of 75 per cent by 13.3 per cent. The Red Seal Interprovincial (IP) pass rates have been declining for the past several years across Canada.
- During COVID-19, the SATCC delivered approximately 90 per cent of its technical training in a hybrid format in response to provincial health guidelines. As guidelines relaxed, the SATCC began delivering more in-person training – hybrid training was reduced to approximately 10 per cent of the total training offering. The 2021-22 Technical Training Exit Survey indicates that traditional in-person training method is preferred by a majority of apprentices. Based on this, the SATCC is returning hybrid technical training to its approximate 10 per cent of technical training seats offered.
- The SATCC has developed an Apprentice Success Enhancement Strategy (ASES) to counter declining pass rates and increase support for apprentices struggling to advance in their education.
  - The ASES is based on three components: Early intervention with apprentices needing support; the development of more customized learning plans; and training oversight, both on-the-job and technical training. This includes the development of an upgrading strategy to increase apprentice success on examination results.
  - Two Apprenticeship Training Consultant (ATC) positions were added in 2021-22 to enhance presence within SATCC’s training providers. ATCs visit apprentice classrooms to create awareness of available learning resources and supports available for all apprentices.
- The SATCC continued to participate in the Virtual Learning Strategist (VLS), a pilot project with New Brunswick that is aimed at improving apprentice progression/success. The project is being applied to only a selection of trades in Saskatchewan, which currently includes Construction Electrician, Carpenter and Plumber.
  - In 2021-22, the SATCC added a learning strategist resource to support work in this area. The Learning Strategist (LS) model addresses early intervention by assessing clients for essential skills gaps, learning disabilities, sensory disabilities, study skills, and exam anxiety.
- The SATCC is improving training oversight by continually reviewing curriculum materials and assessments used in technical training.
  - The Program Integrity Branch and Program Development Branch, on a scheduled basis, reviews curriculum and learning materials as well as assessments used by training providers within each of the designated trades. This process is outlined as part of the SATCC’s Training Protocol Agreements and, in part, provides assurance that the technical training aligns with the journeyperson certification examination expectations. In total, 20 trades were reviewed in 2021-22.
  - The Program Integrity Branch began the review of the delivery of the online upgrading courses for Plumber, Construction Electrician and Carpenter trades in 2021-22. This work involved the review of the program as related to the occupation standard, the quality of the materials and visuals in the online format, quality of assessments and integrity of the assessment process.
- Ongoing Trade Board (TB) and Curriculum and Examination Development Board (CEDB) meetings ensure training is consistent with obtaining positive results from apprentices.
  - SATCC staff participated in 125 meetings with industry board/committees in 2021-22.

## Strategy

### 1.3 Certifying Designated Occupations and Trades

#### Key Actions

- Communication/promotional plans were developed to raise awareness and inform stakeholders of the SATCC's new legislative authority to designate occupations. The SATCC also developed criteria and processes for designation of an occupation and began work on identifying potential occupations with industry.
  - Information on designating occupations and the application form was added to the SATCC's website.
  - In 2021-22, SATCC met with several potential occupation representatives to discuss this new opportunity for certification. SATCC has also discussed potential occupations with Trade Boards to understand what relationships the potential occupations may have with the specified trades.

## Strategy

### 1.4 Emphasize Tradesperson Certification

#### Key Actions

- The SATCC continues to certify tradespeople in non-compulsory designated trades. Experienced tradespeople—skilled trade workers who are not apprentices or journeypersons—in non-compulsory trades can apply to challenge the journeyperson certification examination for their trade.
  - As of June 30, 2022, there were 1,360 active Trade Qualifiers in the system, which achieved the target of 1,300 for 2021-22.
  - As part of its general marketing activities, the SATCC promotes the trade qualifier certification pathway via print and online through its website and social media advertising.

## Strategy

### 1.5 Promote the Apprenticeship/Trade Certification System

#### Key Actions

- Work on the Pre-Apprenticeship Registration Strategy was started in 2021-22 by including this requirement in the Training Protocol Agreements (TPA) negotiations with Saskatchewan Polytechnic. More work will be completed on the strategy once the TPA negotiations are finalized.
- The SATCC promotes the apprenticeship system of training as a way for employers to meet their labour market requirements. The SATCC directly engages 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. Apprenticeship is also promoted to young people through the Saskatchewan Youth Apprenticeship (SYA) program.
- The SATCC promotes the trades to youth by participating in career fairs, delivering presentations to middle years and high school students, and overseeing the SYA program. The SATCC received \$180K in one-time funding through the Ministry of Immigration and Career Training (ICT) in 2021-22 for two projects to enhance the SYA program.
  - \$150K in one-time funding was obtained to develop teaching kits to promote

apprenticeship and the skilled trades to high school students. The Skills Sets kits were developed in partnership with the Saskatoon Industry Education Council (SIEC) to increase educators' understanding of apprenticeship and the skilled trades while potentially increasing participation in the SYA program. The kits were used in **30 classrooms** in Saskatoon and surrounding area, reaching more than **700 students**.

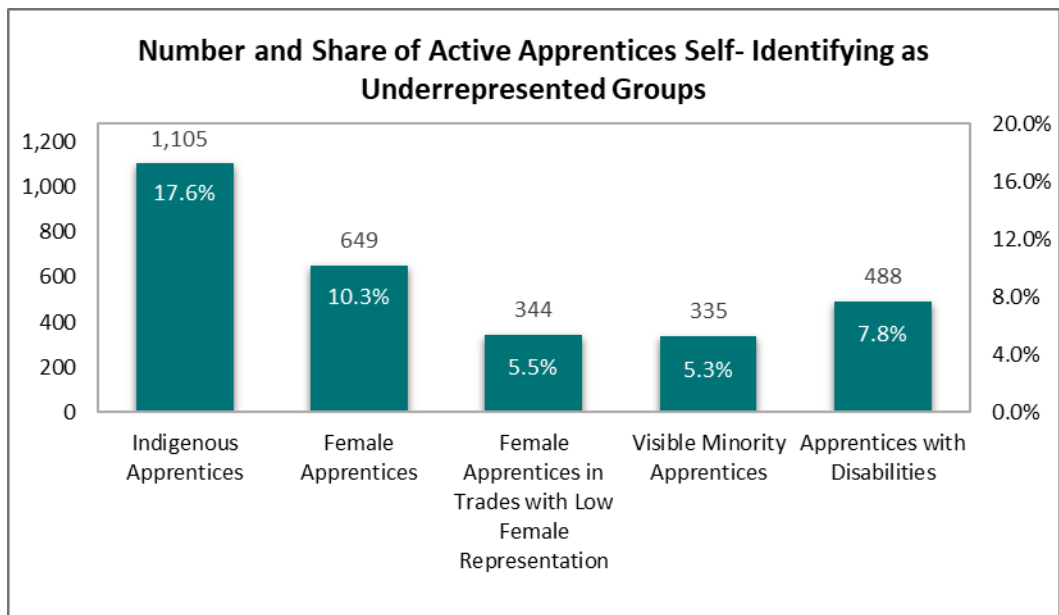
- The SATCC obtained \$30K to purchase virtual reality (VR) equipment to enhance SYA presentations delivered to high school students. Staff members delivered **82 presentations** incorporating virtual reality to nearly **1,600 high school students** in **27 different schools** across the province.

## Strategy

### 1.6 Innovation and Inclusion

#### Key Actions

- Examination orientations have been added to final level training courses in some of the larger trades to assist apprentices in writing their Red Seal examinations.
- The SATCC is working with potential occupations in the trade designation process. The expectation is more occupations will be designated in 2022-23.
- The SATCC continues to support people from underrepresented groups in becoming apprentices and contributing to the Saskatchewan labour market. The chart below provides results as of June 30, 2022:



- A Senior Indigenous Advisor was hired in 2021-22 to promote the skilled trades to Indigenous people and to continue to strengthen relationships by developing enhanced networks for Indigenous apprentices and communities.
- 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 preemployment trades training that is delivered within or nearby First Nation and Métis communities.
  - Seven IAI projects totalling \$569K were undertaken in 2021-22
  - The SATCC partnered with the Ministry of Immigration and Career Training (ICT) to obtain one-



time funding for the Tiny Home Project initiative in 2021-22. The project received \$4.8M due to an overwhelming number of proposals received for the project. To summarize the results as of June 30:

- 32 homes built at a cost of \$3.9M;
- 35 of apprentices employed (already active or newly indentured);
- 98 students participating through various programs including Practical and Applied Arts (PAA) courses; and
- 22 communities received program benefits.

## Performance Measure Results

Measures	2020-21 Actual	2021-22 Target	2021-22 Actual	% of 2021-22 Target	2021-22 Result
Apprentice Registrations	1,517	1,600	1,824	114.0%	Exceeded
Total Apprentices	6,027	6,000	6,271	104.5%	Achieved
Trade Qualifiers	1,338	1,300	1,360	104.6%	Achieved
Technical Training Seats	4,065	4,200	3,897	92.8%	Progressed
Alternate Technical Training Available	92.6%	20.0%	19.8%	98.8%	Progressed
Employer Consultations	4,243	4,000	4,369	109.2%	Exceeded
Trade Board Meetings	146	120	125	104.2%	Achieved
Journeyman Certificates Issued	1,006	1,000	987	98.6%	Progressed
Red Seal Exam Pass Rate	66.0%	75.0%	65.0%	86.7%	Not Met
Real Completion Rate (RCR)	53.5%	60.0%	46.9%	78.2%	Not Met
Total Employers	2,093	2,100	2,219	105.7%	Exceeded
Total Saskatchewan Youth Apprenticeship (SYA) Registrations	4,396	4,800	3,636	75.8%	Not Met
Indigenous Apprentices	18.1%	18.0%	17.6%	97.7%	Progressed
Female Apprentices	10.1%	11.0%	10.3%	94.1%	Progressed
Female Apprentices in Trades with Low Female Representation	5.2%	5.5%	5.5%	99.7%	Progressed
Visible Minority Apprentices	4.5%	4.5%	5.3%	118.7%	Exceeded
Apprentices with Disabilities	6.9%	7.0%	7.8%	111.2%	Exceeded

**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.

# Progress in 2021-22

## Goal 2

### Government Goals



**A Strong Economy**



**Strong Communities**



**Strong Families**

### Commission Goal

**Deliver High Quality Services Relevant to Industry/Stakeholders**

### Strategy

2.1 Improve Innovation and Services

### Key Actions

- The SATCC’s 2021 Apprentice and Employer Satisfaction Surveys, which are conducted every two years, gauge levels of satisfaction with on-the-job and technical training
  - There is a high level of satisfaction among both apprentices and employers with training:
    - 91 per cent of apprentices agreed with the statement, “Overall I am satisfied with the quality of my on-the-job training”; and
    - 92 per cent of employers agreed with the statement, “Overall I am satisfied with the quality of the journey person following completion of apprenticeship.”
- The SATCC restructured its organization to better support clients navigating the system to successfully certify as a journey person. New units, such as the Program Integrity as well as Innovation and Inclusion, were created to better support the apprenticeship system.
  - The client self-service features within MyATC allow clients to access information when it’s convenient for them, but if they need help staff are still available to assist them in-person and over the phone.
- The SATCC continues to lead and contribute to the pan-Canadian effort to harmonize the Red Seal trades in 2021-22.
  - Eight trades were harmonized or reviewed in 2021-22:
    - Mobile Crane Operator;
    - Cabinetmaker;
    - Lather;
    - Construction Electrician;
    - Metal Fabricator (Fitter);
    - Carpenter;
    - Agricultural Equipment Technician; and
    - Recreation Vehicle Service Technician.
  - 14 trade levels were harmonized in 2021-22.

## Strategy

### 2.2 Modernize IT System

#### Key Actions

- The SATCC launched MyATC to clients in January 2022. MyATC is a new online self-service system that provides faster, more efficient service for apprentices, tradespeople, and employers across the province. MyATC provides clients with the ability to easily access information, allowing apprentices and employers to register apprenticeship contracts, pay fees and tuition for technical training, update personal or business information, and submit trade time hours online.
  - As of the end of June 2022, approximately 7,700 individuals [apprentices, trade qualifiers and Saskatchewan Youth Apprenticeship (SYA) participants] and 1,700 institutions [employers, Joint Training Committees (JTCs) and SYA schools] were registered in the system.

## Strategy

### 2.3 Regulatory Role

#### Key Actions

- The SATCC is working on an assessment tool for challenging the Red Seal examination. The project was to begin in 2021-22 but was deferred to provide more time for determining the appropriate assessment criteria, which includes a scan of programs in other jurisdictions. In 2022-23, the Program Integrity unit will undertake a jurisdictional scan for information on their trade qualifier assessment process.
- The SATCC has mandated apprentice to journeyperson ratios within its regulations. This measure tracks how employers are complying with the regulations.
  - As of June 30, 2022, almost 97 per cent of onsite employers inspected were in compliance with the relevant ratio.

## Performance Measure Results

Measures	2020-21 Actual	2021-22 Target	2021-22 Actual	% of 2021-22 Target	2021-22 Result
Employer Satisfaction with Training	N/A*	90.0%	92.0%	102.2%	Achieved
Apprentice Satisfaction with On-the-Job Training	N/A*	90.0%	91.0%	101.1%	Achieved
Trade Levels Harmonized	20	14	14	100.0%	Achieved
Industry Response Time	100.0%	95.0%	98.3%	103.5%	Achieved
Ratio Compliance	98.5%	95.0%	96.7%	101.8%	Achieved

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.

# Progress in 2021-22

## Goal 3

### Government Goals



**A Strong Economy**



**Strong Communities**



**Strong Families**

### Commission Goal

**Equip Staff with the Training and Tools to Provide Outstanding Service**

### Strategy

3.1 Enhance the SATCC Service Culture

#### Key Actions

- The 2021 Apprentice and Employer Satisfaction Surveys gauged the levels of satisfaction with SATCC staff and services among both employers and apprentices.
  - As with past surveys, there is a high level of satisfaction with SATCC staff and services among both apprentices and employers:
    - 92 per cent of apprentices agreed they are satisfied with the service provided by SATCC staff; 91 per cent agreed staff are friendly and courteous; 88 per cent agreed staff are knowledgeable; and 86 per cent agreed they were able to speak with a staff person without difficulty; and
    - 96 per cent of employers were satisfied with the service provided by SATCC staff; 95 per cent agreed staff are friendly and courteous; and 93 per cent agreed staff are helpful and knowledgeable.

### Strategy

3.2 Enhance Employee Efficiency

#### Key Actions

- The launch of MyATC provided staff with the ability to provide value-added services to clients.
  - With the addition of client self-service in MyATC (e.g., register their apprenticeships, enter trade time hours and self-register in technical training), staff provide more focused service for clients experiencing problems managing their apprenticeship.
- Employee Sick Leave is a proxy measure indicating how engaged SATCC employees are in their work.
  - In 2021-22, SATCC employees averaged approximately 4.3 sick days taken for the whole work year, which is less than the target of 5.5 days for 2021-22. This result indicates that SATCC employees are highly engaged and committed to delivering high quality client service. Employees were also encouraged to work from home if feeling unwell during the pandemic

- to prevent spread in the workplace.
- The SATCC also measures the amount of its budget spent on employee training and development.
  - In 2021-22, the goal was to spend 1.3 per cent of the annual salary budget on employee professional development. The SATCC hit 1.1 per cent which did not achieve the target. This may be due to COVID-19 and high work volumes with the implementation of MyATC.

## Strategy

### 3.3 Foster a Culture of Appreciation

#### Key Actions

- Employee engagement is measured annually through surveys and awards recognition.
  - According to the SATCC's 2021 employee engagement survey administered by Inshtrix Research, 81 per cent of employees agreed with the statement: "I find my work fulfilling and look forward to coming to work each day."
  - For the fourth year in a row, the SATCC was recognized as one of Saskatchewan's Top Employers for 2022 by Mediacorp Canada Inc. The Employee Engagement Committee acknowledged the achievement with celebrations in SATCC offices across the province.

## Strategy

### 3.4 Organizational Design

#### Key Actions

- The organizational redesign work that was announced to staff at the end of 2020-21 was completed in 2021-22. Job descriptions were written; new positions were classified and filled. Most of the work was completed before the internal launch of MyATC to staff in November 2021. Some work was completed following the launch once managers better understood the system's impact on internal processes and workload.
- The organizational redesign aimed to enhance collaboration across units, branches, and divisions. It strove to create efficient workflows to facilitate excellent service for SATCC clients post-launch of MyATC.

## Performance Measure Results

Measures	2020-21 Actual	2021-22 Target	2021-22 Actual	% of 2021-22 Target	2021-22 Result
Employee Training and Development Spend	1.0%	1.3%	1.1%	81.8%	<b>Not Met</b>
Sick Leave	2.7 days	5.5 days	4.3 days	127.9%	<b>Exceeded</b>
Employer Satisfaction with SATCC Services	N/A**	90.0%	96.0%	106.7%	<b>Exceeded</b>
Apprentice Satisfaction with SATCC Services	N/A**	90.0%	92.0%	102.2%	<b>Achieved</b>
Employee Engagement	86.0%	80.0%	81.0%	101.3%	<b>Achieved</b>

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.

# Progress in 2021-22

## Goal 4

### Government Goals



**A Strong Economy**



**Strong Communities**



**Strong Families**

### Commission Goal

**Manage Financial Resources Efficiently and Effectively**

### Strategy

4.1 Sustainable Funding

### Key Actions

- The Share of Non-Government Revenue tracks the proportion of revenue generated from non-government sources (e.g. Client Fees, Interest, etc.)
  - The measure for 2021-22 was 11.9 per cent, which is 20.3 per cent below the target of 14.9 per cent.
  - It should be noted, though, this result was negatively impacted by the receipt of an additional \$3.3M in one-time funding for the “Tiny Home” project that was provided mid-year and was not budgeted for. Adjusting for the unbudgeted \$3.3M, the Share of Non-Government Revenue is 13.4 per cent, which is 9.8 per cent below the target of 14.9 per cent.
- Sponsorship Revenue of \$15K was set as a target for raising funds to hold annual apprenticeship awards and to provide scholarships to high school students enrolled in the Saskatchewan Youth Apprenticeship (SYA) Program.
  - At June 30, 2022, a total of \$7.9K was raised, this is 47.3 per cent below the \$15K target.
    - The Apprenticeship Awards ceremony was celebrated online due to COVID-19. Before transitioning to an online celebration, the SATCC had raised \$17.8K for the Apprenticeship Awards. Some sponsors donated their money to the SATCC resulting in about \$4.9K in donations. Many sponsors chose to carry over their sponsorships to the 2022 event, resulting in \$10.2K in funds carried over. Some sponsors chose refunds.
    - The SATCC made the decision in 2021-22 to not continue to solicit donations for the SYA Scholarship program. Only \$3K in scholarship donations were received in 2021-22.



## Strategy

### 4.2 Effective Use of Financial Resources

#### Key Actions

- The SATCC is implementing the MyATC Benefits Realization Plan. The tracking data analytics began during the 2021-22 implementation year. Reporting on Plan results will occur in 2022-23.
- The SATCC uses a financial efficiency measure, titled “Administrative Cost Change,” to track the organization’s ability to limit administrative cost increases to ensure spending on costs outside of training delivery remains within planned budgetary changes.
  - The measure for 2021-22 was 2.3 per cent which was below the budget target of 4.2 per cent.
- Management closely monitors the annual training schedule to ensure classes are filled to maximum capacity while also meeting industry demand. This work is reflected in the Technical Training Fill Ratio measure in the Balanced Scorecard.
  - In 2021-22, the Technical Training Fill Ratio was 90.3 per cent. Although the actual result missed the target of 95 per cent by 4.9 per cent, management believes this was a positive outcome given the challenges in getting some apprentices to attend technical training and helping apprentices learn to self-register for training for the first time through MyATC.

## Strategy

### 4.3 Risk Management

#### Key Actions

- The SATCC created an internal audit function in 2020-21 to enhance its risk management tools further and support the Enterprise Risk Management (ERM) plan.
  - The 2021-22 Internal Audit Plan completed 16 audits.
  - The Internal Auditor found no major/critical issues in the 16 audits but did make several recommendations for improvement to management.
  - Management accepted most of the Internal Auditor’s recommendations and has begun work on implementing them.

## Performance Measure Results

Measures	2020-21 Actual	2021-22 Target	2021-22 Actual	% of 2021-22 Target	2021-22 Result
Share of Registered Apprentices in Technical Training	67.4%	70.0%	62.1%	88.1%	<b>Not Met</b>
Technical Training Fill Ratio	94.0%	95.0%	90.3%	95.1%	<b>Progressed</b>
Sponsorship Revenue (in 000s of \$)	0.0	15.0	7.9	52.7%	<b>Not Met</b>
Administrative Cost Change	-10.5%	4.2%	2.3%	146.37%	<b>Exceeded</b>
Share of Non-Government Revenue (%)*	15.3%	14.9%	11.9%	79.7%	<b>Not Met</b>

**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.

# 2021-22 Financial Summary

The SATCC budgeted a deficit of \$1.338M in 2021-22 based on revenues of \$25.541M and expenses of \$26.879M. In its budget, the Commission received \$21.744M in funding from the Ministry of Immigration and Career Training (ICT) comprised \$19.664M in its operational grant, \$400K provided for the Indigenous Apprenticeships Initiative (IAI) program and \$1.68M in one-time funding to support a 'Tiny Home' Project (\$1.5M) and \$180K for teacher kits and virtual reality (VR) kits for the Sask. Youth Apprenticeship (SYA) program.

The SATCC posted a surplus of \$588K for the fiscal year ending June 30, 2022. The improvement in the SATCC's financial situation is due to two factors:

1. An increase in revenues to \$28.406M. The \$2.865M increase in revenues is mostly due to an increase in the one-time grant for the Tiny Home Project to \$4.8M from \$1.5M partially offset due to lower-than-anticipated Client Fee revenue (\$452K); and
2. An increase in expenses to \$27.817M. The \$938K increase in expenses is due to the unbudgeted increase in expenses due to the Tiny Home Project partially offset by reductions in expenses in training, due to fewer training seats purchased than was budgeted, as well as reductions in other operational expenses.

The SATCC generated \$3.244M in fees for tuition and administrative services in 2021-22 compared to budgeted amount of \$3.696M. Tuition revenue in 2021-22 comprised of a purchase of approximately 3,897 technical training seats. Administrative Fee revenue was \$592K for 2021-22.

In 2021-22, the SATCC budgeted to spend \$17.464M on the purchase of technical training, including \$1.5M funding for the Tiny Home Project. Technical training costs were \$18.529M in 2021-22. The increase in costs due to the unbudgeted increase in Tiny Home Project expenses that were partially offset by reduced training expenditures from fewer training seats purchased.

Salaries and Personnel expenses were \$5.664M, which was below budget by approximately \$150K due to vacancies. The remaining approximate \$3.624M in expenses are spread across the remaining dozen expense types with the majority in Other Contractual Services (\$1.837M), Space Rental (\$597K) and Advertising, Promotion and Printing (\$568K). These expenses were near the budgeted value of approximately \$3.6M.

The SATCC's accumulated surplus is \$5.222M as of June 30, 2022. Non-Financial Assets are \$1.222M with the high majority being tangible capital assets (\$1.132M). The Commission Board's F2 Minimum Policy restricts one-twelfth of operating expenses, excluding spending on technical training and amortization. This is estimated at \$808K in 2021-22. The remaining \$2.014M are Undesignated Financial Assets.

The 2021-22 audited financial statements can be found starting on the next page. More detail is provided in the notes to the financial statements, which follow the statements.



## 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, 2022, 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, 2022, 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 2021-22*, 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 28, 2022

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

**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Statement of Financial Position**  
**As at June 30, 2022**

	<b>2022</b>	<b>2021</b>
<b>Financial Assets</b>		
Due from GRF <b>(Note 3)</b>	\$ 6,874,870	\$ 5,950,390
Accounts Receivable <b>(Note 6)</b>	110,228	25,173
	<b>6,985,098</b>	<b>5,975,563</b>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities	791,139	470,826
Accrued Leave Liabilities	369,498	348,032
Deferred Revenue <b>(Note 7)</b>	1,304,395	699,300
Deferred Contributions <b>(Note 8)</b>	520,046	582,027
	<b>2,985,078</b>	<b>2,100,185</b>
<b>Net Financial Assets (Note 10)</b>	<b>4,000,020</b>	<b>3,875,378</b>
<b>Non-Financial Assets</b>		
Tangible Capital Assets <b>(Schedule 1)</b>	1,131,980	646,618
Inventory of Promotional Supplies	8,834	5,792
Prepaid Expenses	81,441	106,006
<b>Total Non-Financial Assets</b>	<b>1,222,255</b>	<b>758,416</b>
<b>Accumulated Surplus (Statement 2)</b>	<b>\$ 5,222,275</b>	<b>\$ 4,633,794</b>

(See accompanying notes to the financial statements)

Contractual Obligations **(Note 9)**  
Contingent Liabilities **(Note 9)**

**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Statement of Operations**  
**For the Year Ended June 30, 2022**

	<b>2022 Budget</b> <b>(Note 12)</b>	<b>2022</b> <b>Actual</b>	<b>2021</b> <b>Actual</b>
<b>Revenue</b>			
Grants - General Revenue Fund	\$ 20,064,000	\$ 20,064,000	\$ 20,064,000
Grants – THP and SYA One-Time Funding (GRF)	1,680,000	4,980,000	-
Client Fees	3,695,755	3,244,096	3,472,180
SYA Contributions	45,000	64,000	53,000
Products and Services	46,000	30,115	86,252
Interest	10,000	23,359	8,081
<b>Total Revenue</b>	<b>25,540,755</b>	<b>28,405,570</b>	<b>23,683,513</b>
<b>Expense</b>			
Salaries and Personnel	5,813,986	5,664,347	5,319,372
Program Contractual Services	17,463,793	18,528,857	15,277,706
Other Contractual Services	1,578,500	1,837,156	1,334,450
Board Expenses <b>(Note 11)</b>	111,832	77,255	64,583
Travel	160,868	123,888	59,373
Telephone	80,000	84,812	70,540
Advertising, Promotion and Printing	651,500	567,605	382,473
Space Rental	640,000	596,555	618,798
Equipment Rental	31,200	26,785	27,278
Office Supplies	71,100	32,558	73,469
Postage, Courier and Freight	70,000	53,800	55,104
Other	116,470	83,783	103,165
Amortization	90,000	139,688	28,222
<b>Total Expenses</b>	<b>26,879,249</b>	<b>27,817,089</b>	<b>23,414,533</b>
<b>Annual Surplus (Deficit)</b>	<b>(1,338,494)</b>	<b>588,481</b>	<b>268,980</b>
<b>Accumulated Surplus, Beginning of Year</b>	<b>4,633,794</b>	<b>4,633,794</b>	<b>4,364,814</b>
<b>Accumulated Surplus, End of Year (to Statement 1)</b>	<b>\$ 3,295,300</b>	<b>\$ 5,222,275</b>	<b>\$ 4,633,794</b>

(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, 2022

	2022 Budget (Note 12)		2022 Actual		2021 Actual
<b>Annual Surplus (Deficit)</b>	<b>\$ (1,338,494)</b>	<b>\$</b>	<b>588,481</b>	<b>\$</b>	<b>268,980</b>
Implementation (Acquisition) of Work-In-Progress	(218,054)		603,296		(603,296)
Acquisition of Tangible Capital Assets	(27,500)		(1,228,346)		(19,747)
Amortization of Tangible Capital Assets	90,000		139,688		28,222
	<b>(155,554)</b>		<b>(485,362)</b>		<b>(594,821)</b>
Consumption (Acquisition) of Prepaid Expenses	(11,186)		24,565		(22,810)
(Acquisition) Consumption of Inventory	(23)		(3,042)		1,920
	<b>(11,209)</b>		<b>21,523</b>		<b>(20,890)</b>
<b>Increase (Decrease) in Net Financial Assets</b>	<b>(1,505,257)</b>		<b>124,642</b>		<b>(346,731)</b>
<b>Net Financial Assets, Beginning of Year</b>	<b>3,875,378</b>		<b>3,875,378</b>		<b>4,222,109</b>
<b>Net Financial Assets, End of Year</b>	<b>\$ 2,370,121</b>	<b>\$</b>	<b>4,000,020</b>	<b>\$</b>	<b>3,875,378</b>

(See accompanying notes to the financial statements)



**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Statement of Cash Flow**  
**For the Year Ended June 30, 2022**

	<u>2022</u>	<u>2021</u>
<b>Operating Activities:</b>		
Cash Receipts from General Revenue Fund	\$ 25,044,000	\$ 20,064,000
Cash Receipts from Clients	3,244,096	4,163,800
SYA Contributions Received	64,000	1,448
Receipts from Sales of Products and Services	30,115	114,322
Interest Received	23,359	12,496
Cash Paid to Employees	(5,664,347)	(5,276,840)
Cash Paid to Provide Program Services	(18,528,857)	(15,325,024)
Cash Paid to Suppliers	(2,662,836)	(2,609,425)
<b>Cash Provided by Operating Activities</b>	<b>1,549,530</b>	<b>1,144,777</b>
<b>Capital Activities:</b>		
Implementation (Acquisition) of Work-in-Progress	603,296	(603,296)
Acquisition of Tangible Capital Assets	(1,228,346)	(19,747)
<b>Cash Used in Capital Activities</b>	<b>(625,050)</b>	<b>(623,043)</b>
<b>Increase in Cash</b>	<b>924,480</b>	<b>521,734</b>
<b>Due from GRF, Beginning of Year</b>	<b>5,950,390</b>	<b>5,428,656</b>
<b>Due from GRF, End of Year</b>	<b>\$ 6,874,870</b>	<b>\$ 5,950,390</b>

(See accompanying notes to the financial statements)

**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2022**

**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 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. 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.

**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2022**

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.

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.

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

Even though normal operations returned for a portion of the year, COVID-19 continued to impact the Commission's financial results in 2021-22. The Commission experienced a reduction in revenue because of class cancellations due to COVID-19 for part of the fiscal year. Additionally, some apprentices declined to attend technical training because of COVID-19 and had a reduction in revenue as a result.

**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, 2021 to June 30, 2022 was 0.40 per cent (2021 – 0.12%).

**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2022**

**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.

	2022	2021
Expenses		
Ministry of SaskBuilds and Procurement	\$ 627,969	\$ 600,829
North West College	202,775	28,490
Parkland College	484,421	189,844
SaskTel	82,144	69,558
SaskPower	26,120	180,603
Saskatchewan Polytechnic	12,441,026	13,393,650
Southeast College	594,283	457,719
Tourism Saskatchewan	3,190	11,552
Western Trade Training Institute	181,754	175,166
Other Related Party Transactions	13,112	9,721
	\$ 14,654,794	\$ 15,117,132
Accounts Payable	\$ 22,405	\$ 89,748
Accounts Receivable	\$ 309	\$ 1,476

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, 2022**

**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:

	2022	2021
Interest	\$ 12,776	\$ 1,476
Client Fees	4,506	7,636
Other	94,217	17,332
Valuation Allowance	(1,271)	(1,271)
Total Accounts Receivable	\$ 110,228	\$ 25,173

**7. Deferred Revenue**

Deferred Revenue of \$1,304,395 (2021 - \$669,300) is comprised of tuition fees received from apprentices for training which will occur after June 30, 2022. The amount is significantly higher than prior year due to online registration in MyATC. As a result, the SATCC received higher number of registrations from apprentices for technical training classes for fall 2022 and, therefore, collecting tuition in advance, in 2021-22, for the 2022-23 Training Schedule.

**8. Deferred Contributions**

Deferred Contributions represent unexpended funds externally restricted for the Saskatchewan Youth Apprenticeship (SYA) Industry Scholarships Program and the Saskatchewan Innovation and Opportunity Scholarship (SIOS) Program. In 2021-22, the SATCC received funds from industry totaling \$3,000 (2021 - \$0) and paid out \$64,000 (2020- \$53,000). In 2021-22, \$2,528 was earned in interest (2021 - \$867).

As of June 30, 2022, the internally restricted fund for the Board of Directors' First Nations and Metis Scholarship Trust Program has been adjusted from deferred contributions to Designated Asset (see Note 10).

Effective February 1, 2022 the SATCC stopped accepting industry donations and will eventually wind down the current SYA Industry Scholarship Program. The SYA Industry Scholarship has not been receiving enough industry donations in recent years to sustain the number of scholarships issued annually. The SYA Industry Scholarship program will continue to give out scholarships until all sponsor funding commitments are met by 2030.

**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2022**

**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, 2027), 2221 Cornwall Street, Regina (expires November 30, 2027), 603-45<sup>th</sup> Street West, Saskatoon (expires July 31, 2024), and 141-15<sup>th</sup> Street East, Prince Albert (expires July 31, 2023). All 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 SaskBuilds and Procurement.

The annual lease payments agreed to are:

<b>2022-23</b>	\$ 483,029
<b>2023-24</b>	\$ 472,768
<b>2024-25</b>	\$ 362,499
<b>2025-26</b>	\$ 364,386
<b>2026-27</b>	\$ 365,733
<b>2027-28</b>	\$ 31,139

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

b) Outstanding Legal Claims

As at June 30, 2022, the SATCC has no outstanding legal claim before the Saskatchewan Court of King's Bench.

c) Contractual Obligations

As a result of MyATC, the SATCC 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 PST, for 5 years (October 2020 to October 2025).

In July 2022, the SATCC entered into agreements with a current landlord in its Saskatoon location (Templeton Properties Limited) for tenant improvements (TI) to create an examination room within its leased space. A TI allowance of up to \$55,000 will be payable to SATCC upon the completion of work and fulfilment of conditions as per the lease agreements. The TI allowance has been included in the Net Rent rates and amortized over 5 years. If the leases are not renewed, the SATCC must repay any unamortized portion of the TI allowance.

**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2022**

**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:

	2022	2021
Financial Assets Designated for the Indigenous Apprenticeship Initiatives Program	\$ 153,093	\$ 322,131
Financial Assets Designated for the Tiny Home Project	1,021,065	0
Financial Assets Designated for Board of Directors' First Nations and Métis Scholarship Trust Program	3,309	3,509
Financial Assets Designated for IT System Fund	0	557,947
Financial Assets Designated for Minimum Surplus	808,194	653,779
Undesignated Financial Assets	2,014,359	2,338,012
	<hr/>	<hr/>
Total Net Financial Assets	\$ 4,000,020	\$ 3,875,378

In its 2021-22 Budget, the SATCC received \$1.68M in one-time funding from the Ministry of Immigration and Career Training (ICT) for the purpose of assisting with costs related to coordinating and delivering three initiatives to increase the number of apprentices and help grow a skilled workforce in Saskatchewan. The grant contribution was designated for the SYA program to develop teaching kits (\$150K) to increase educators' understanding of apprenticeship and the skilled trades and develop virtual reality kits (\$30K) to enhance presentations and promotion of apprenticeship trades and programs to youth throughout the province, and potentially increase participation in the SYA program.

The remaining portion of the grant (\$1.5M) was used to develop partnerships with Indigenous economic development or housing agencies, communities, employers, training institutions and stakeholders for the building of modular homes (Tiny Home Project). This project provided Indigenous apprentices with work experiences while working towards their journeyperson certificate by building small, modular houses in their own communities. In December 2021, the SATCC received an additional \$3.3M one-time grant to support more homes being built.

The Tiny Home Project was originally anticipated to be fully completed in 2021-22. However, weather, flooding and supply-chain delays led to several projects not being completed with the subsequent billing/expenditure not being done as of June 30, 2022. The SATCC created a designated financial asset (\$1.021M) to pay for the remaining expenditures in 2022-23. This fund will be wound down in 2022-23 once the money is expended.

In prior years, the internally restricted fund for the Board of Directors' First Nations and Metis Scholarship Trust Program was recorded as deferred contributions. As a correction of prior years' error, the deferred contributions amount has been moved to Products and Services revenue in the current year.

**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Notes to the Financial Statements**  
**For the Year Ended June 30, 2022**

As of June 30, 2022, financial assets designated for Saskatchewan Youth Apprenticeship Industry Scholarship Program carried a \$126,046 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.

**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.

	2022		2021
Honorarium	\$ 39,994	\$	37,895
Specialized Consulting	5,385		6,120
Board Training	0		485
Other Travel	1,103		1,045
Members Board/Commission Travel	29,845		18,205
EI Expense on Honorariums	928		833
Total Board Expenses	\$ 77,255	\$	64,583

**12. Budget**

The operating budget was approved by the SATCC Board on June 23, 2021, as part of the 2021-22 Business Plan.

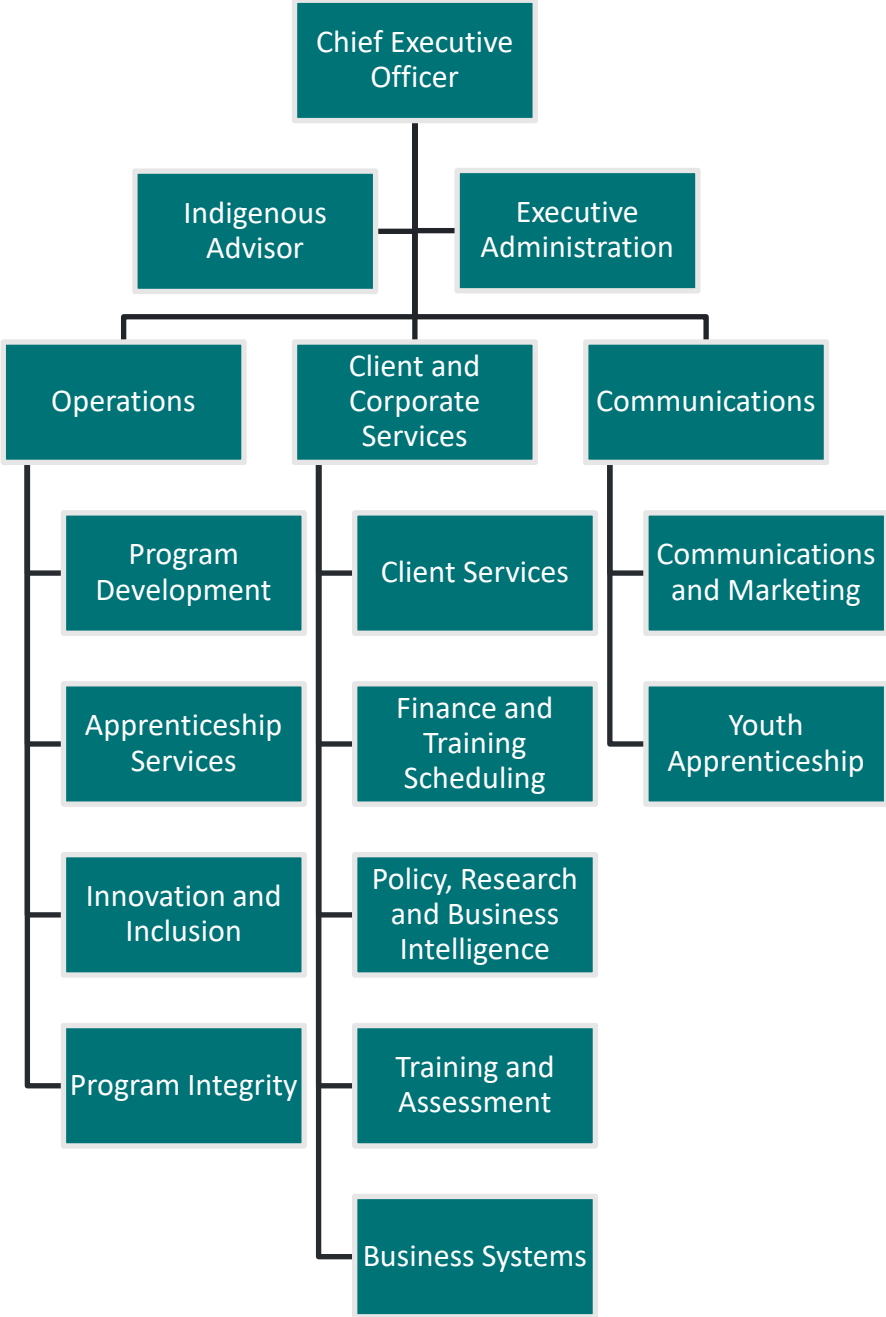


**Saskatchewan Apprenticeship and Trade Certification Commission**  
**Tangible Capital Assets**  
**As at June 30, 2022**

	<b>2022</b>							<b>2021</b>	
	<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, 2021	\$ 999,243	\$ 339,633	\$ 86,022	\$ 123,900	\$ 76,923	\$ 253,525	\$ 603,296	\$ 2,482,542	\$1,859,499
Additions during the year	-	-	-	-	12,870	1,215,476	(603,296)	625,050	623,043
Disposals during the year	-	-	-	-	-	-	-	-	-
Balance at June 30, 2022	999,243	339,633	86,022	123,900	89,793	1,469,001	-	3,107,592	2,482,542
Opening accumulated amortization	980,185	315,369	86,022	123,900	76,923	253,525	-	1,835,924	1,807,702
Annual amortization cost	5,646	12,494	-	-	-	121,548	-	139,688	28,222
Amortization related to disposals	-	-	-	-	-	-	-	-	-
Closing accumulated amortization	985,831	327,863	86,022	123,900	76,923	375,073	-	1,975,612	1,835,924
<b>Net book value of tangible capital assets</b>	<b>\$ 13,412</b>	<b>\$ 11,770</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,870</b>	<b>\$ 1,093,928</b>	<b>\$ -</b>	<b>\$ 1,131,980</b>	<b>\$ 646,618</b>

There was \$612,180 of Work-In-Progress (WIP) for the MyATC project in the current year which was put into use during the fiscal year along with the WIP from prior year. The implementation of the MyATC project was in December 2021.

# Appendix A: Organization Chart



## Appendix B: Key Operational Factors

Key Operational Factors and Activities	July 1, 2021 to June 30, 2022	July 1, 2020 to June 30, 2021
Registered apprentices	6,271	6,027
Newly registered apprentices	1,824	1,517
Youth apprentices	3,636	4,396
Purchase of technical training seats	3,897	4,066
Technical training attendance*	3,410	3,706
Training allowance claims processed	1,198	796
Employer consultations	4,369	4,243
Work experience assessments administered	6,355	9,427
Psycho-educational assessments administered	55	62
Written examinations administered	1,656	2,030
Practical examinations administered	159	111
Journeyman certificates issued	987	1,006
Industry board/committee meetings held	125	146
Revenue generation (total non-grant revenue)	3,363,789	3,619,513

\* 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.

Saskatchewan Apprentices: Registrations, Completions and Cancellations Five Year Overview 2017-18 to 2021-22					
Year	Newly Registered Apprentices	Journeyman Certificates Issued (includes both apprentices and trade qualifiers)	Completions	Cancellations	Total Registered Apprentices
2021-22	1,824	987	802	778	6,271
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

### Certificates issued from July 1, 2021, to June 30, 2022:

- Journeyman\* - 987
- Proficiency\* - 12
- Completion of Apprenticeship\* - 802
- Learners\* - 200
- Apprentice Year Cards (issued to each apprentice at the completion of a level of training) - 4,338

\*For an explanation of the type of certificates issued, please see [Appendix H: Definition of Terms Used in this Report](#).

**Saskatchewan Apprentice Registrations of Underrepresented Groups  
2017-18 to 2021-22**

Year	Total Females	Females in Trades where Women are Underrepresented	Indigenous People	Visible Minority	People with Disabilities
2021-22	649	344	1,105	335	488
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

**Saskatchewan Youth Apprenticeship Program Five-Year Overview  
2017-18 to 2021-22**

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
2021-22	357	3,636	383	173	356
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

**Indigenous Apprenticeship Participation  
2017-18 to 2021-22**

Year	Total Indigenous Apprentices Registered at June 30	First Nations*	Métis	Total Indigenous Journeyman Certificates Issued (includes both apprentices and trade qualifiers)	First Nations*	Métis
2021-22	1,105	711	394	109	60	49
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

\* Includes Inuit.

Indigenous individuals made up 17.6% of all registered apprentices in 2021-22.

Indigenous individuals were issued 9.9% of all journeyman certificates in 2021-22.

## Appendix C: Registrations, Completions and Cancellations by Designated Trades 2021-22

Trade	Number of Apprentices June 30, 2021	Indentures	Cancellations	Completions	Total as of end June 30, 2022
Agricultural Equipment Technician	244	97	21	42	278
Aircraft Maintenance Engineer Technician*	0	0	0	0	0
Auto Body and Collision Technician	130	34	16	17	131
- Automotive Refinishing Technician	1	1	0	0	2
Automotive Service Technician	354	116	33	52	385
Boilermaker	18	6	2	3	19
Bricklayer	11	13	0	2	22
Cabinetmaker	4	1	2	0	3
Carpenter	712	190	161	72	669
- Framer	0	0	0	0	0
- Scaffolder	127	30	43	6	108
Construction Craft Labourer	38	5	8	3	32
Construction Electrician	1,140	306	160	135	1,151
Cook	68	6	7	10	57
Electronics Assembler	0	0	0	0	0
Esthetician - Nail Technician	3	0	1	0	2
Esthetician - Skin Care Technician	10	0	1	1	8
Food and Beverage Person	6	0	0	0	6
Glazier	4	0	2	0	2
Guest Services Representative	3	0	0	0	3
Hairstylist	262	92	0	62	292
Heavy Duty Equipment Technician	266	95	35	25	301
Industrial Mechanic (Millwright)	360	105	27	51	387
Instrumentation and Control Technician	87	34	10	19	92
Insulator (Heat and Frost)	22	1	2	7	14
Ironworker (Reinforcing)	1	0	0	0	1
Ironworker (Structural/Ornamental)	58	4	13	2	47
Landscape Horticulturist	4	2	3	0	3
Lather (Interior Systems Mechanic)	0	0	0	0	0
Locksmith	4	0	1	0	3
Machinist	87	20	11	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)	48	18	9	9	48
Mobile Crane Operator	40	13	4	6	43
- Boom Truck Operator 'A'	26	11	9	4	24

Trade	Number of Apprentices June 30, 2021	Indentures	Cancellations	Completions	Total as of end June 30, 2022
- Boom Truck Operator 'B'	5	1	3	0	3
Painter And Decorator	3	0	0	0	3
Parts Technician	62	42	4	9	91
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	566	183	51	68	630
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	214	90	26	62	216
Recreation Vehicle Service Technician	5	1	0	0	6
Refrigeration and Air Conditioning Mechanic	112	55	0	22	145
Rig Technician- Derrickhand (Level Two)	0	0	0	0	0
Rig Technician - Driller (Level Three)	0	0	0	0	0
Rig Technician - Motorhand (Level One)	0	0	0	0	0
Roofer	41	7	5	2	41
Sheet Metal Worker	167	32	20	20	159
Sprinkler Fitter	28	8	3	3	30
Steamfitter-Pipefitter	105	22	13	8	106
- Petroleum Installer Technician	3	0	0	0	3
Tilesetter	0	0	0	0	0
Tower Crane Operator	4	2	0	2	4
Truck and Transport Mechanic	215	50	21	29	215
Water Well Driller	0	0	0	0	0
Welder	359	131	51	40	399
- Semiautomatic Welding Production Operator	0	0	0	0	0
<b>TOTAL</b>	<b>6,027</b>	<b>1,824</b>	<b>778</b>	<b>802</b>	<b>6,271</b>
<i>* Aircraft Maintenance Engineer Technicians are registered by Manitoba Apprenticeship, to comply with Transport Canada regulations.</i>					

# Appendix D: Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2021-22

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Agricultural Equipment Technician	195	43	47	58	47
Aircraft Maintenance Engineer Technician <sup>1</sup>	0	0	0	0	0
Auto Body and Collision Technician	91	21	21	31	18
- Automotive Refinishing Technician <sup>+</sup>	0	0	0	n/a	n/a
Automotive Service Technician	257	69	75	55	58
Boilermaker <sup>+</sup>	0	0	0	0	0
Bricklayer	13	13	0	0	0
Cabinetmaker <sup>+</sup>	0	0	0	0	0
Carpenter	369	97	91	86	95
- Framar	0	0	n/a	n/a	n/a
- Scaffolder	49	14	17	10	8
Construction Craft Labourer	10	0	10	n/a	n/a
Construction Electrician	656	175	167	168	146
Cook	39	15	13	11	n/a
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**	0	0	n/a	n/a	n/a
Glazier <sup>+</sup>	0	0	0	0	0
Guest Services Representative**	1	0	1	n/a	n/a
Hairstylist*	0	n/a	n/a	n/a	n/a
Heavy Duty Equipment Technician	172	34	55	47	36
Industrial Mechanic (Millwright)	270	58	62	68	82
Instrumentation and Control Technician	34	17	8	0	9
Insulator (Heat and Frost)	0	0	0	0	n/a
Ironworker (Reinforcing)	0	0	0	n/a	n/a
Ironworker (Structural/Ornamental)	27	10	17	0	n/a
Landscape Horticulturist <sup>+</sup>	0	0	0	0	0
Lather (Interior Systems Mechanic)	0	0	0	0	n/a
Locksmith <sup>+</sup>	0	0	0	0	n/a
Machinist	37	5	9	11	12
Meat Cutter <sup>+</sup>	0	0	0	0	n/a
Metal Fabricator (Fitter)	27	6	9	12	n/a
Mobile Crane Operator	31	11	9	11	n/a
- Boom Truck Operator A	10	10	0	n/a	n/a
- Boom Truck Operator B	0	0	0	n/a	n/a
Painter and Decorator <sup>+</sup>	0	0	0	0	n/a
Parts Technician	50	25	14	11	n/a
Pipeline Equipment Operator <sup>2</sup>	0	0	0	n/a	n/a

Trade	Enrolment Levels				
Plumber	308	80	85	66	77
Pork Production Technician	0	0	0	0	0
Powerline Technician	250	57	50	61	82
Recreation Vehicle Service Technician <sup>+</sup>	0	0	0	0	0
Refrigeration and Air Conditioning Mechanic	79	13	17	24	25
Rig Technician	0	0	0	0	n/a
Roofer	26	7	9	10	n/a
Sheet Metal Worker	60	7	12	22	19
Sprinkler Fitter	0	0	0	0	0
Steamfitter-Pipefitter	34	6	18	7	3
- Petroleum Installer Technician	0	0	0	0	n/a
Tilesetter <sup>+</sup>	0	0	0	0	0
Tower Crane Operator	0	0	0	n/a	n/a
Truck and Transport Mechanic	116	21	34	24	37
Water Well Driller <sup>+</sup>	0	0	0	n/a	n/a
Welder	139	42	44	53	n/a
- Semiautomatic Welding Production Operator	0	0	0	n/a	n/a
<b>TOTAL</b>	<b>3,359</b>	<b>794</b>	<b>898</b>	<b>848</b>	<b>819</b>
<b>TOTAL apprentices trained (including OOP<sup>+</sup> and Upgraders)</b>	<b>3,539</b>				
<b>TOTAL apprentices trained (including OOP, no Upgraders)</b>	<b>3,395</b>				
<b>TOTAL apprentices trained (including Upgraders, no OOP)</b>	<b>3,503</b>	<b>(SATCC-purchased training)</b>			
<b>TOTAL apprentices trained (no OOP, no Upgraders)</b>	<b>3,359</b>				
<sup>1</sup> Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship <sup>2</sup> 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 2021-22

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Agricultural Equipment Technician	65	43	22
Aircraft Maintenance Engineer Technician*	0	0	0
Auto Body and Collision Technician	36	25	11
- Automotive Refinishing Technician	2	2	0
Automotive Service Technician	84	66	18
Boilermaker	4	4	0
Bricklayer	3	3	0
Cabinetmaker	1	0	1
Carpenter	155	78	77
- Framer	0	0	0
- Scaffolder	9	6	3
Construction Craft Labourer	11	6	5
Construction Electrician	320	173	147
Cook	85	15	70
Electronics Assembler	0	0	0
Esthetician - Nail Technician	7	2	5
Esthetician - Skin Care Technician	6	4	2
Food and Beverage Person	0	0	0
Gasfitter	0	0	0
Glazier	2	1	1
Guest Services Representative	0	0	0
Hairstylist	102	56	46
Heavy Duty Equipment Technician	69	42	27
Industrial Mechanic (Millwright)	110	74	36
Instrumentation and Control Technician	28	17	11
Insulator (Heat and Frost)	9	6	3
Ironworker (Reinforcing)	0	0	0
Ironworker (Structural/Ornamental)	1	1	0
Landscape Horticulturist	0	0	0
Lather (Interior Systems Mechanic)	0	0	0
Locksmith	0	0	0
Machinist	20	10	10
Meat Cutter	0	0	0
Endorsement: Processor	0	0	0
Endorsement: Slaughterer	0	0	0
Metal Fabricator (Fitter)	17	12	5
Mobile Crane Operator	12	4	8
- Boom Truck Operator A	7	6	1
- Boom Truck Operator B	1	0	1
Painter and Decorator	1	1	0
Parts Technician	21	13	8
Pipeline Equipment Operator	0	0	0

Trade	Total Exams Written	Total Successful	Total Unsuccessful
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	124	62	62
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	90	80	10
Recreation Vehicle Service Technician	3	1	2
Refrigeration and Air Conditioning Mechanic	30	25	5
Rig Technician - Motorhand (Level One)	0	0	0
Rig Technician- Derrickhand (Level Two)	0	0	0
Rig Technician - Driller (Level Three)	0	0	0
Roofer	13	5	8
Sheet Metal Worker	26	19	7
Sprinkler Fitter	4	4	0
Steamfitter-Pipefitter	21	8	13
- Petroleum Installer Technician	0	0	0
Tilesetter	1	1	0
Tower Crane Operator	2	2	0
Truck and Transport Mechanic	62	36	26
Water Well Driller	0	0	0
Welder	92	54	38
- Semiautomatic Welding Production Operator	0	0	0
<b>TOTAL</b>	<b>1,656</b>	<b>967</b>	<b>689</b>
* 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 journeyperson 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

Please see the [Balanced Scorecard Reference Table](#) in the SATCC website document library for the definition, purpose, methodology and target explanation for each measure.

Measures	2020-21 Actual	2021-22 Target	2021-22 Actual	% of 2021-22 Target	2021-22 Result
Apprentice Registrations	1,517	1,600	1,824	114.0%	Exceeded
Total Apprentices	6,027	6,000	6,271	104.5%	Achieved
Trade Qualifiers	1,338	1,300	1,360	104.6%	Achieved
Technical Training Seats	4,065	4,200	3,897	92.8%	Progressed
Alternate Technical Training Available	92.6%	20.0%	19.8%	98.8%	Progressed
Employer Consultations	4,243	4,000	4,369	109.2%	Exceeded
Trade Board Meetings	146	120	125	104.2%	Achieved
Journeyman Certificates Issued	1,006	1,000	987	98.6%	Progressed
Red Seal Exam Pass Rate	66.0%	75.0%	65.0%	86.7%	Not Met
Real Completion Rate (RCR)	53.5%	60.0%	46.9%	78.2%	Not Met
Total Employers	2,093	2,100	2,219	105.7%	Exceeded
Total Saskatchewan Youth Apprenticeship (SYA) Registrations	4,396	4,800	3,636	75.8%	Not Met
Indigenous Apprentices	18.1%	18.0%	17.6%	97.7%	Progressed
Female Apprentices	10.1%	11.0%	10.3%	94.1%	Progressed
Female Apprentices in Trades with Low Female Representation	5.2%	5.5%	5.5%	99.7%	Progressed
Visible Minority Apprentices	4.5%	4.5%	5.3%	118.7%	Exceeded
Apprentices with Disabilities	6.9%	7.0%	7.8%	111.2%	Exceeded

Employer Satisfaction with Training	N/A*	90.0%	92.0%	102.2%	Achieved
Apprentice Satisfaction with On-the-Job Training	N/A*	90.0%	91.0%	101.1%	Achieved
Trade Levels Harmonized	20	14	14	100.0%	Achieved
Industry Response Time	100.0%	95.0%	98.3%	103.5%	Achieved
Ratio Compliance	98.5%	95.0%	96.7%	101.8%	Achieved
Employee Training and Development Spend	1.0%	1.3%	1.1%	81.8%	Not Met
Sick Leave	2.7 days	5.5 days	4.3 days	127.9%	Exceeded
Employer Satisfaction with SATCC Services	N/A**	90.0%	96.0%	106.7%	Exceeded
Apprentice Satisfaction with SATCC Services	N/A**	90.0%	92.0%	102.2%	Achieved
Employee Engagement	86.0%	80.0%	81.0%	101.3%	Achieved
Share of Registered Apprentices in Technical Training	67.4%	70.0%	62.1%	88.1%	Not Met
Technical Training Fill Ratio	94.0%	95.0%	90.3%	95.1%	Progressed
Sponsorship Revenue (in 000s of \$)	0.0	15.0	7.9	52.7%	Not Met
Administrative Cost Change	-10.5%	4.2%	2.3%	146.37%	Exceeded
Share of Non-Government Revenue (%)*	15.3%	14.9%	11.9%	79.7%	Not Met

**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.

# 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 Regulations, 2020](#) are the authority under which the program operates.

**Apprentice:** An individual working in a designated trade has signed an apprenticeship contract 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 training system with two main components: workplace training and technical training. The apprentice, the employer or joint training committee, and the Chief Operating Officer sign an apprenticeship contract. Apprentices learn the knowledge and skills associated with a trade through workplace training, which is supervised by a certified journeyman, combined with technical training. Upon completion of the final level of training, apprentices are eligible to write the journeyman 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 Journeyman Certificate of Qualification.

**Compulsory Apprenticeship:** An individual must be an apprentice or a journeyman 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.

**Indenture:** In the case of an apprentice, means to be a party to a valid contract: (a) that is entered into with, as the case may be: (i) an employer; (ii) a joint training committee; or (iii) the Commission; and (b) that is registered with the Commission in accordance with the Commission regulations.

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

**Joint Training Committee (JTC):** A committee that the Commission recognizes in a designated trade, subtrade or occupation pursuant to subsection 25(3) of *The Apprenticeship and Trade Certification Act, 2019*.

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

**Journeyman 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.

**MyATC:** A new online, self-service system that provides faster and more efficient service for apprentices, trade qualifiers, journeymen and employers across the province.

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

**Red Seal Endorsement (RSE):** A term and 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):** The organization responsible for administering the apprenticeship system, its 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.

**Training Partners:** Upon becoming a registered apprentice in Saskatchewan, the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) will place you into technical training through

registered training providers. The main training providers are Saskatchewan Polytechnic, Western Trade Training Institute (WTTI), Southeast College (SEC), SED Systems, Saskatchewan Tourism Education Council (STEC), Prairie Arctic Trades Training Centre, Insulators Union, Parkland College, CITREC, University of Saskatchewan and Saskatchewan Indian Institute of Technologies (SIIT).

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

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

**Voluntary Apprenticeship:** Trades in which apprentices are encouraged to take apprenticeship training or attain journeyperson certification, although 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  
Fax (Finance): (306) 798-5050  
  
Toll-free: 1-877-363-0536  
Email: [apprenticeship@gov.sk.ca](mailto:apprenticeship@gov.sk.ca)  
Website: [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca)

## District Offices

Saskatchewan Apprenticeship and Trade  
Certification Commission  
#201 - 1302A - 3rd Street  
**Estevan** SK S4A 0S2  
Phone: (306) 637-4930  
Fax: (306) 637-4570

Saskatchewan Apprenticeship and Trade  
Certification Commission  
Box 596  
Mistasinihk Place, 1329 La Ronge Avenue  
**La Ronge**, S0J 1L0  
Phone: (306) 953-2466  
Fax: (306) 953-2628

Saskatchewan Apprenticeship and Trade  
Certification Commission  
W.G. Davies Building  
Room 222, 110 Ominica Street West  
**Moose Jaw** SK S6H 6V2  
Phone: (306) 694-3735  
Fax: (306) 694-3815

Saskatchewan Apprenticeship and Trade  
Certification Commission  
#109 - 1192 - 102nd Street  
**North Battleford** SK S9A 1E9  
Phone: (306) 446-7409  
Fax: (306) 446-7586

Saskatchewan Apprenticeship and Trade  
Certification Commission  
141 - 15th Street East  
**Prince Albert** SK S4V 1G1  
Phone: (306) 953-2632  
Fax: (306) 953-2628

Saskatchewan Apprenticeship and Trade  
Certification Commission  
603 - 45th Street West  
**Saskatoon** SK S7L 5W5  
(Corner of Avenue C North and 45th Street West –  
The Landing)  
Phone: (306) 933-8476  
Fax: (306) 933-7663

Saskatchewan Apprenticeship and Trade  
Certification Commission  
Room 538.5, 350 Cheadle Street  
**Swift Current** SK S9H 4G3  
Phone: (306) 778-8945  
Fax: (306) 778-8212

Saskatchewan Apprenticeship and Trade  
Certification Commission  
Kuziak Building  
Room 102, 72 Smith Street East  
**Yorkton** SK S3N 2Y4  
Phone: (306) 786-1394  
Fax: (306) 786-1460