Important Notice to All Apprentices

Saskatchewan Polytechnic Prince Albert Campus

Welcome to technical training at Saskatchewan Polytechnic Prince Albert Campus.

All apprentices are required to adhere to the procedures and safety protocols established by Saskatchewan Polytechnic when they are on-campus.

As an apprentice, it is expected that you will attend all classes and complete all assignments. You shall report to your class on time so that your attendance may be properly recorded. If you are late, speak to your program head to ensure that your attendance is recorded.

Cell phone use is not permitted in class. Permission from Program Head may be issued for pending family emergency situations for the use of your cell phone on "vibrate" only.

Academic Misconduct

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) considers Academic Misconduct to be a serious infraction of the integrity of the apprenticeship and certification of Students. A lack of familiarity with what is considered Academic Misconduct does not constitute a defense against an infraction of this policy. Therefore, it is each Student's responsibility to understand the principles of Academic Misconduct and to conduct oneself in a manner that upholds these principles to their highest standard.

Each student is expected to read, understand, and comply with all policies, procedures, academic regulations, and program requirements of the SATCC as well as those of Saskatchewan Polytechnic. Academic integrity requires students to be honest and responsible in all learning environments. Academic institutions exist to help students learn, and grades exist to show how fully this goal is attained. Therefore, all work and all grades should result from a student's own acceptable behavior including his or her understanding and effort.

Acts of academic misconduct include acts which contravene the general principles of academic integrity. All forms of academic misconduct are considered serious offences. Some examples of academic misconduct are, but not limited to: cheating, aiding and abetting, fraud and/or misuse, impersonation, or falsification or unauthorized modification of an academic document/record.

A complete copy of SATCC's academic misconduct policy is available here. https://saskapprenticeship.ca/wp-content/uploads/2020/11/Academic-Misconduct-Policy-Final-Aug-2020.pdf

Failure to Comply - Penalties imposed by the SATCC in relation to academic misconduct, whether this occurs during technical training or during the writing of or studying for examinations, including the Interprovincial Examinations (Red Seal Examinations), may include but are not limited to, one or more of the following:

- a written warning;
- a failing grade;
- suspension of your apprenticeship contract;
- cancellation on journeyperson certification; and/or
- notification of the penalty imposed to the examination candidate's employer

A. Absence from Technical Training

In the event that you *miss the equivalent of two training days*, your program head has been directed to notify the Apprenticeship and Trade Certification Consultant in your area, who, in turn, will notify your employer of your absence.

Should you *miss the equivalent of 10% of the total hours of your training level without prior approval from the Apprenticeship and Trade Certification Commission*, you may be subject to suspension from the course. You will not be allowed to re-enter the course until the Chief Operating Officer of the SATCC has given approval.

Should you *discontinue training without the permission* of the Chief Operating Officer of the SATCC, you will have violated the provisions of the apprenticeship contract, and the contract will be subject to cancellation.

B. Sick Leave

During a period of illness, you must notify your program head during each day of absence. The following department numbers are enclosed for your convenience.

Department	**Telephone**
Carpenter	(306) 765-1632
Construction Electrician	(306) 765-1676
Cook	(306) 765-1577

You will be required to produce a medical certificate, if you are absent for more than three (3) consecutive technical training days.

C. To Advance to the Next Level of Training

Unless otherwise specified by the Chief Operating Officer, the pass mark for all apprenticeship and upgrader training is:

- 70% overall average with no mark below 60%.

- "Related Studies" require a "Pass" or "Credit Granted", and do not form part of the weighted average.
- An overall average below 70% is a fail with no repeats of units allowed.

Partial fails, where the overall average is 70% but no more than two units are below 60% may have one year to make arrangements with the program head to repeat the units.

D. Verification of Work Performed

It is in your best interest to submit your V*erification of Work Performed* on a regular basis; for example, at least once every six months, or each time you report for technical training. Regular updating of work experience allows the Apprenticeship and Trade Certification Commission to ensure you're eligible for technical training.

V*erification of Work Performed* must be confirmed by your employer and provide details of the work you have done.

Submitting work experience can be completed through MyATC.

E. Final Level of Apprenticeship Training

As a final level apprentice, you are eligible to write the certification examination on the last day of training. Apprentices attending their final level of training after January 1, 2023, will be required to pay the exam fee to write their certification examination.

Final level apprentices who do not successfully complete technical training will not have their exams marked.

To be issued a *Journeyperson Certificate of Qualification* and a *Completion of Apprenticeship Certificate*, you must successfully complete all the required levels of training, achieve a mark of 70% or better on the interprovincial examination, and establish full time in the trade.

F. Change of Employer

If you have changed employers, please initiate, and complete the information required in MyATC.

To contact SATCC about MyATC, Verification of Work Performed, or Change of Employer: Toll Free 1-877-363-0536

Your local apprenticeship representative contact: 306-953-2632

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Dave Peters
Chief Operating Officer

Saskatchewan Apprenticeship and Trade Certification Commission

October 25, 2022 - This information is subject to change without notice.