

Annual Report for 2022-23

Saskatchewan Apprenticeship and Trade Certification Commission

saskapprenticeship.ca



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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 for the fiscal year ending June 30, 2023.

A handwritten signature in black ink, appearing to read 'Jeremy H.'.

Jeremy Harrison
Minister of Immigration and Career Training



Jeff Sweet
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, 2023.

A handwritten signature in blue ink, appearing to read 'Jeff Sweet'.

Jeff Sweet
Commission Board Chair

A handwritten signature in black ink, appearing to read 'Jeff Ritter'.

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.

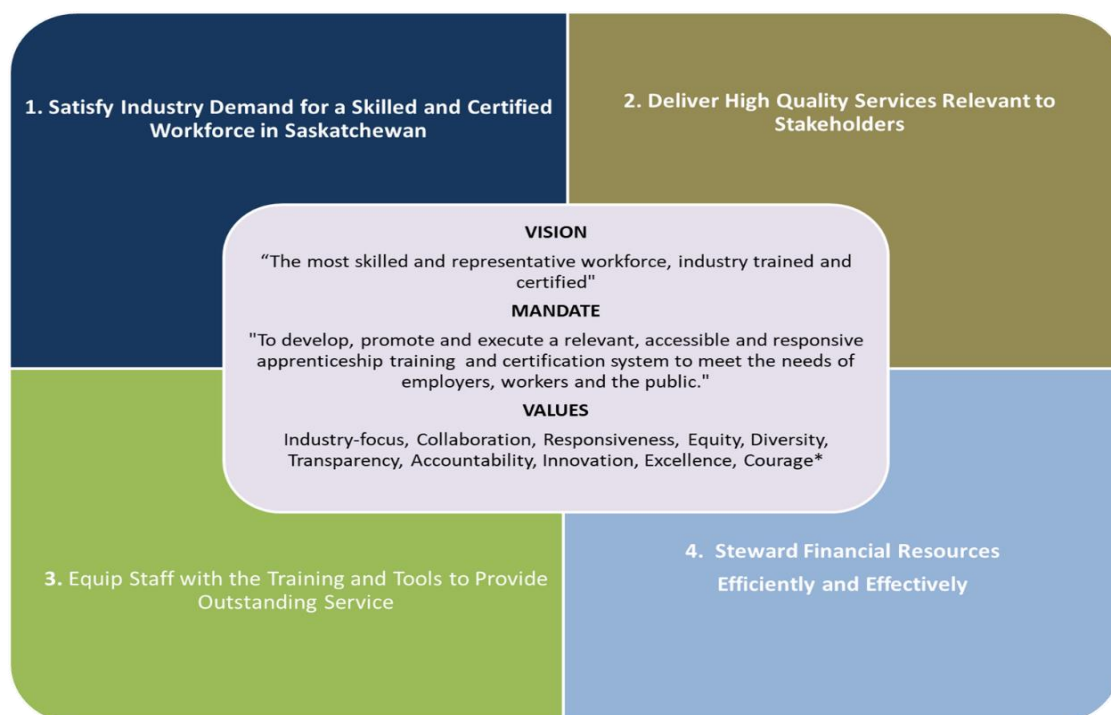
The SATCC is authorized to make regulations to ensure the efficient, effective operation of the apprenticeship system and to meet the needs of industry in a timely manner. Through its industry board structure and The Act, the SATCC is accountable to the industry it serves and the Government of Saskatchewan. 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, 2023. It provides the results of publicly committed strategies, actions and performance measures identified in the SATCC's 2022-23 [Business Plan](#) and [2022-27 Strategic Plan](#).

The graphic below shows the vision, mandate, values and goals from the SATCC's 2022-27 Strategic Plan.



Progress on Goal 1: Satisfy Industry Demand for a Skilled and Certified Workforce in Saskatchewan

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) works closely with industry to satisfy its demand for skilled and certified workers. The SATCC's efforts under this goal can be summarized as three key pillars of work: (1) train apprentices; (2) certify tradespeople; and (3) promote the apprenticeship system to employers and workers. The strategies and actions listed below represent the key work the Commission prioritizes under this goal.

Strategy:

1.1 Be Responsive to Industry Demand

Key Actions:

- Develop an annual training schedule reflective of where apprentices live and work.
 - The SATCC trained 4,072 apprentices during 2022-23. Of this number, about 12 per cent of apprentices received their technical training through an online or a hybrid in-person and online format.
- Enhance alternate training options for upgrading and apprenticeship courses in more trades and occupations.
 - Upgrading programs for Construction Electrician, Plumber, Carpenter, and Roofing trades were reviewed for new approaches to delivery and content updates. Course content for Welder, Industrial Mechanic (Millwright) and Machinist trades were also reviewed in 2022-23.
- Explore options to provide in-province technical training options for trades where technical training is taken outside Saskatchewan due to insufficient numbers.
 - A Request for Proposals to deliver technical training for the Sprinkler Fitter trade (previously delivered in Alberta) was awarded to Saskatchewan Piping Industry Joint Training Board. The training provider agreement was signed, and technical training delivery will start in 2023-24.
- Ensure training is relevant and responsive to industry needs.
 - The Commission approved increasing technical training for Carpenter Level 1 and Level 4 from 7 weeks to 8 weeks to better align training with interprovincial harmonization and to increase apprentice success on the Red Seal Carpenter Interprovincial Examination.
 - The Commission approved a plan to develop and deliver end of level practical assessments in each level of Bricklayer Technical Training to better prepare apprentices with the practical skills needed to be successful in industry.
 - During the month of October 2022, the Floorcovering Installer trade's workshops for the Red Seal Occupational Standard (RSOS) and the Harmonization sequencing review commenced. Subject matter experts from across Canada provided suggestions for important updates to the new standard. They also provided feedback on the proposed sequencing for the Harmonization Initiative. In November 2022, provinces and territories provided feedback on the Red Flag Report for the same trade.

- The SATCC worked on amendments to *The Apprenticeship and Trade Certification Commission Regulations, 2020* (Regulations) to include the Field Heat Treatment Technician to be available for certification in Saskatchewan. The Regulations will be amended in 2023-24.
- The SATCC worked on amendments to the Regulations to include the designation of Barber as a subtrade of the Hairstylist trade in Saskatchewan. The Regulations will be amended in 2023-24.

Strategy:

1.2 Register pre-apprentice students taking training with Saskatchewan training providers (all trades – compulsory and non-compulsory)

Key Actions:

- Develop and implement a strategy to register pre-apprenticeship students taking training with Saskatchewan training providers with the SATCC.
 - In 2022-23 the SATCC worked with Saskatchewan Polytechnic to develop an approach to registering pre-apprenticeship students. This work is ongoing and will continue in 2023-24.

Strategy:

1.3 Pursue opportunities to expand the apprenticeship system, including the designation and certification of occupations, and to endorse qualified workers in diverse occupations

Key Actions:

- Identify and explore opportunities to designate trades for certification only.
 - The SATCC is updating regulations to include with the following Trades identified by each Sector below as certification only in Saskatchewan:

Agriculture, Tourism and Service Sector:

- *Baker.*

Construction Sector:

- *Concrete Finisher,*
- *Drywall Finisher & Plasterer,*
- *Floorcovering Installer, and*
- *HEO Operator (Dozer, Excavator, Tractor-Loader-Backhoe).*

Motive Repair Sector:

- *Motorcycle Technician, and*
- *Transport Trailer Technician.*

Production and Maintenance Sector:

- *Appliance Service Technician, and*
- *Tool and Die Maker.*

Strategy:

1.4 Increase awareness of apprenticeship opportunities for employers, prospective apprentices and tradespeople, including people from underrepresented groups

Key Actions:

- Develop annual communications plan targeting stakeholders, including employers, youth, and underrepresented groups.
 - The 2022-23 Communications and Marketing Plan includes a number of website and social media initiatives to support stakeholder engagement: News updates, Tuition fee and fee schedule documents, MyATC Knowledge Articles, training and examination information, and external newsletters.
 - The 2022 Apprenticeship Celebration Dinner was held November 4th in Regina. The in-person event celebrated the 2022 award winners and recognized those who are part of apprenticeship and the skilled trades.
- Work with stakeholders to deliver Indigenous Apprentice Initiatives (IAI) program projects to introduce Indigenous people to the skilled trades.
 - The IAI program funded four projects in 2022-23 at a cost of approximately \$440K:
 - An automotive service technician program on the Cote First Nation;
 - A tiny home project on the Kahkewistahaw First Nation;
 - A residential housing maintenance worker program with Dumont Technical Institute (Regina campus); and
 - A try-a-trade carpenter program with the Pasqua First Nation.
 - An additional \$500,000 was received in 2022-23 from the Ministry of Immigration and Career Training for projects in 2023-24. These projects will be tiny home projects with the Ochapowace First Nation and the Federation of Sovereign Indigenous Nations (FSIN).
- Engage with employers, communities and other stakeholders to evaluate and enhance the IAI program.
 - The Senior Indigenous Advisor (SIA) worked with IAI selection committee to pilot a new evaluation matrix for scoring request for proposals from various communities and stakeholders. Feedback was provided to continue to enhance the matrix and the request for proposal process will be revised in the subsequent fiscal year.
- Explore the development and offering of programming on inclusion in the workplace.
 - Various mentoring and inclusion programming was investigated during the past year to determine applicability to the skilled-trades workplace. Organizationally, the senior management and other supervisors completed training on systematic racism and unconscious bias.
- Increase student awareness of skilled trades via the Saskatchewan Youth Apprenticeship (SYA) program and other communications channels for students (high school considering career in trades). This includes using virtual reality (VR) technology to simulate work performed by tradespeople for selected trades.
 - In 2022-23, the SATCC awarded 100 SYA Industry Scholarships to graduating students from 70 communities across the province. Scholarships are given to students who've completed the SYA program and are committed to pursuing careers in the skilled trades. SYA staff delivered 71 school presentations using virtual reality. Explore and advance options to expand the scope of the SYA program.
 - An interjurisdictional scan was completed that will form part of the SYA Program Review scheduled for 2023-24.

Performance Measure Results

Measures	2021-22 Actual	2022-23 Target	2022-23 Actual	% of 2022-23 Target	2022-23 Result
Apprentice Registrations	1,824	1,800	2,299	127.7%	Exceeded
Total Apprentices	6,271	6,300	6,103	96.9%	Progressed
Trade Qualifiers	1,360	1,500	1,436	95.7%	Progressed
Technical Training Seats	3,897	4,200	4,072	97.0%	Progressed
Alternate Technical Training Available	19.8%	10.0%	11.7%	116.9%	Exceeded
Apprentice & Employer Consultations	4,369	4,000	5,111	127.8%	Exceeded
Trade Board Meetings	125	120	143	119.2%	Exceeded
New Trades, Sub-Trades and Occupations (NEW)*	N/A	TBD	TBD	N/A	No Report
Journey person Certificates Issued	986	1,000	1,049	104.9%	Achieved
Red Seal Exam Pass Rate	65.0%	75.0%	68.0%	90.7%	Progressed
Real Completion Rate (RCR)	46.9%	60.0%	52.2%	87.0%	Not Met
Total Employers	2,219	2,300	2,048	89.0%	Not Met
Total Saskatchewan Youth Apprenticeship (SYA) Registrations	3,636	3,800	2,639	69.4%	Not Met
Equity, Diversity and Inclusion (EDI) Partnerships (NEW)*	N/A	TBD	TBD	N/A	No Report
Indigenous Apprentices	17.6%	18.0%	17.4%	96.9%	Progressed
Female Apprentices	10.3%	11.0%	10.7%	97.7%	Progressed
Female Apprentices in Trades with Low Female Representation	5.5%	5.5%	6.6%	119.8%	Exceeded
Visible Minority Apprentices	5.3%	4.5%	6.7%	149.3%	Exceeded
Apprentices with Disabilities	7.8%	7.0%	9.5%	135.8%	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.

*New measures require further definition and will be measured in the future.

Progress on Goal 2: Deliver High Quality Services Relevant to Industry/Stakeholders

It is central to the Commission's mandate to provide high quality client services. A key part of this goal is expanding the supports the SATCC provides apprentices and trades qualifiers to help them successfully certify as journeypeople. The Commission is also leveraging self-service tools in its business systems to increase client access to information and services. The SATCC also provides regulatory oversight services to support industry and a strong, effective apprenticeship system.

Strategy:

2.1 Implement the Apprentice Success Enhancement Strategy (ASES) to provide the right supports to allow clients to progress successfully through to certification.

Key Actions:

- Enhance strategies for early intervention, critical to identifying learning gaps, much earlier in an apprentices training.
 - The learning services team members have served more than 215 apprentices, of which to-date, 44 have successfully completed their journeyperson certification. Focus is given to new apprentices in compulsory and regulated trades, and those requesting advanced standing with transcripts below high school transcripts requirements.
- Offer courses, upgraders, or tutors specifically to assist with apprentices as part of their customized learning plans – including the development and/or enhancement of examination readiness and preparation documents and activities
 - Construction Electrician, Plumber, Carpenter and Roofer trades revised their upgrading programs with new approaches to delivery and/or updated content.
 - Welder, Industrial Mechanic (Millwright) and Machinist trades had new upgrading resources reviewed based on industry review and feedback.
- Leverage MyATC to explore what is being experienced by apprentices during practical learning to identify gaps in training
- A dashboard was created in MyATC to identify apprentices that are experiencing challenges during specific levels of training. The dashboard is used by field consultants to intervene with apprentices sooner and provide assistance earlier. Enhance training oversight by reviewing curriculum materials and assessments used in technical training and continue to work close with Trade Boards and Curriculum and Exam Development Boards (CEDBs) to ensure training is consistent with what is needed for success.
 - The SATCC established a Curriculum Validation schedule for the next five years and developed a process/procedure to complete this work. This process will be shared with Saskatchewan Polytechnic for the 2023-24 training year.

Strategy:**2.2 Improve innovation and quality of service to best support client self service****Key Actions:**

- Develop and implement a Business Process Renewal Strategy and continuous improvement of business processes
 - A Change Control Board was established in 2022-23 to review and prioritize change requests for MyATC. Requests are submitted to a Government of Saskatchewan body managing change requests by other ministries with programs running on the Service Now platform.
- Explore the potential for electronic examination delivery
 - Eva Exam was selected as the provider to deliver provincial examinations. The technical work is completed and the SATCC is working with Eva Exam for staff training.
 - All active provincial examinations were converted from LXR to Eva Exam, and SATCC is working with the system to implement a process to replace LXR for the delivery of paper based provincial assessments to apprentices.
 - The online delivery portal for the Interprovincial Computerized Examination Management System (ICEMS) is in the final stages of testing. Staff are developing processes and being trained to use ICEMS online delivery portal. An interface for ICEMS results and data will be developed in 2023-24.
- Providing tradespeople with access to credentials digitally.
 - This was not started in 2022-23 and will be assessed further in 2023-24.

Strategy:**2.3 Enhance tools to improve evidence-based decision-making****Key Actions:**

- Develop and implement a Business Systems Enhancements Strategy.
 - An IT strategy was approved by the Senior Management Team (SMT) and communicated to staff. This policy is based on industry best practice to ensure the security of the systems and hardware used by the SATCC.
- Investigate the potential for a ticketing system to track client calls and requests.
 - A call logging system was implemented in MyATC in April 2023. This system is used to record information on client calls/requests into MyATC for routing and analysis. A total of 7,705 calls/requests were logged as of June 30, 2023, and include 7,469 phone calls and 217 in-person client visits. Assessment and Training were the most frequently requested services (4,391 or 57% of calls/requests).
- Explore adding a 'business intelligence' (BI) tool to enhance data analysis and business decision-making capability.
 - SATCC is using Power BI to manage data from MyATC. The Power BI tool is used to build online dashboards for performance management system information, progression research, SYA statistics, and Red Seal Exams statistics.
 - Investigation continued in 2022-23 on options for establishing a data warehouse to house legacy data from OCSM as well as MyATC data for report management and forecasting information.
- Execute the MyATC Benefits Realization Plan.
 - A Benefits Realization Plan report was produced in January to measure efficiencies one year after MyATC was implemented. The report included information on the number of days to register apprentices and time to register transfer of employers. Additional information will be added when information is available from MyATC.

Strategy:

2.4 Provide regulatory oversight to support industry with a strong, effective apprenticeship system

Key Actions:

- Verify employer compliance with the SATCC's Act and Regulations by building relationships with industry using an educational approach.
 - Field Consultants conducted 5,111 visits with employers, apprentices and training providers across Saskatchewan during 2022-23 to provide information and receive feedback on apprenticeship training and oversight. On-site visits were also conducted to verify compliance with regulated apprentice to journeyperson ratios.
- Implement the Program Integrity Strategy to enhance oversight of training providers to ensure the integrity and quality of technical training.
 - Processes and procedures have been developed to enhance oversight through scheduled curriculum validations. A schedule for the next five years has been developed and will be shared with Saskatchewan Polytechnic in 2023-24 training year.
 - A training policy document was reviewed with Saskatchewan Polytechnic to ensure they are following policy for the delivery of technical training.
- Enhance, establish and monitor Training Protocol Agreements (TPAs) with all training providers.
 - The SATCC completed a TPA with the Saskatchewan Piping Industry Joint Training Committee for the delivery of Sprinkler Fitter technical training starting in 2023-24.
 - The SATCC continued to work with Saskatchewan Polytechnic to revise its expired TPA. Significant progress has been made in 2022-23 with completion expected in 2023-24.

Performance Measure Results

Measures	2021-22 Actual	2022-23 Target	2022-23 Actual	% of 2022- 23 Target	2022-23 Result
Employer Satisfaction with Training*	92.0%	N/A	N/A	N/A	No Report
Apprentice Satisfaction with On-the-Job Training*	91.0%	N/A	N/A	N/A	No Report
Trade Levels Harmonized	14	14	14	100.0%	Achieved
Industry Response Time	98.3%	95.0%	100.0%	105.3%	Exceeded
Ratio Compliance	96.7%	95.0%	95.2%	100.2%	Achieved

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.

* The Employer and Apprentice Satisfaction Surveys are administered every two years. The next survey will be administered during the 2023-2024 year.

Progress on Goal 3: Equip Staff with the Training and Tools to Provide Outstanding Service

The SATCC is committed to creating organizational capacity to deliver high-quality client services while fostering employee engagement. Competent and engaged employees are critical to delivering high-quality services to apprenticeship clients. Investment in staff training and tools supports consistent service delivery, which helps ensure the SATCC maintains strong relationships with apprentices and industry at all levels of the organization.

Strategy:

3.1 Enhance the organization's service culture

Key Actions:

- Use change management techniques to ensure organizational change is executed effectively.
 - A change management plan was developed and executed from November until May for implementation of a client inquiry tracking system in MyATC. Change management tactics included meetings with impacted staff members; all-staff emails and Question and Answer pages; updates in monthly stand-up meetings and staff newsletters; the development and delivery of inquiry logging processes and training materials; and town hall sessions. Staff have been logging inquiries successfully since April 2023.
- Create organizational capacity by appointing executive champions to identify culture change opportunities through various lenses (privacy, safety, employee engagement, client service, union/management relations).
 - The Director, Communications and Marketing, currently serves as the SATCC's Employee Engagement Champion. The Chief Operating Officer serves as the SATCC's Safety Champion. The Director, Innovation and Inclusion, is co-chair of the SATCC's Union/Management Committee.
- Continue to enhance the 'tool kit' available to staff by adding services or programming to support client success via the Apprentice Success Enhancement Strategy, the Business Systems Enhancement Strategy and/or through continuous improvement of MyATC and other business systems.
 - SATCC launched a call tracking system in MyATC. The tracking system collects information and monitors incoming phone calls that can be used to improve customer service, monitor activity and track/analyze call metrics.
 - Professional development – staff in the training and assessment area attended training. Managers attended Government of Saskatchewan manager forum events in spring and fall.

Strategy:

3.2 Streamline functions to increase higher value functions and reduce inefficiencies in processes for staff

Key Actions:

- Implement a Human Resources Plan (which includes plans for recruitment, retention, succession and employee recognition).
 - The SATCC HR Succession plan was updated and presented to the SATCC Board at their June meeting.
- Provide all new staff with customer service training (excluding terms of 6 months or less).
 - All SATCC employees are required to complete the “Service Best” training program through the Saskatchewan Tourism Education Council (STEC). The program provides customer service training for all employees and is especially beneficial for front-line staff who work with clients on a regular basis.
- Develop a professional development/training plan that is position-specific for all SATCC.
 - All staff submitted work and training plans for the 2022-23 operational year. Management reviewed plans with their direct reports mid-year and at year-end.

Strategy:

3.3 Facilitate a culture of inclusion and appreciation

Key Actions:

- Ensure staff members understand their impact on the organization’s success.
 - The SATCC held an all-staff meeting in October that included a review of staff accomplishments in 2021-22 as well as a look ahead to the 2022-23 operational year. The meeting included the presentation of service awards to staff achieving milestones in their service with the Government of Saskatchewan. Additionally, staff are acknowledged for their work at monthly “stand-up” meetings and through the monthly staff newsletter.
- Pursue opportunities to celebrate organizational success and acknowledge staff accomplishments.
 - According to the 2022 SATCC Employee Engagement Survey, 79 per cent of employees agreed with the statement: “I find my work fulfilling and look forward to coming to work each day.”
- Support employee engagement and social committee activities.
 - For the fifth year in a row, the SATCC was recognized as one of Saskatchewan’s Top Employers for 2023 by Mediacorp Canada Inc. The Employee Engagement Committee acknowledged the achievement with celebrations in SATCC offices across the province.
- Require staff to complete training that supports respectful and inclusive workplace culture, such as Respect in the Workplace and Indigenous Awareness training.
 - An Indigenous Training Committee was established in 2023 to determine the training opportunities available for staff to increase their awareness of Indigenous cultures and intercultural competencies.
 - SATCC senior management and unit managers completed, “Introduction to Understanding Systemic Racism: A guide for Leaders and Managers Training.”

Performance Measure Results

Measures	2021-22 Actual	2022-23 Target	2022-23 Actual	% of 2022-23 Target	2022-23 Result
Employee Training and Development Spend	1.08%	1.30%	1.41%	108.5%	Exceeded
Sick Leave	4.3 days	5.50 days	7.87 days	56.9%	Not Met
Employer Satisfaction with SATCC Services*	96.0%	N/A	N/A	N/A	No Report
Apprentice Satisfaction with SATCC Services*	92.0%	N/A	N/A	N/A	No Report
Employee Engagement	81.0%	80.0%	79.0%	98.8%	Progressed

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.

* The Employer and Apprentice Satisfaction Surveys are administered every two years. The next survey will be administered during the 2023-2024 year.

Progress on Goal 4: Manage Financial Resources Efficiently and Effectively

The SATCC closely manages its resources for all aspects of the apprenticeship system. The capacity to train apprentices is ensured by actively monitoring the annual technical training schedule. Management undertakes an annual review of client fees and tuition to balance the costs of training apprentices against the affordability of the training for its clients. The SATCC has also established an internal audit function to evaluate various organizational activities and programs for effectiveness.

Strategy:

4.1 Sustainable Government Funding

Key Actions:

- Develop an annual business plan and budget to secure General Revenue Fund (GRF) grant from the Government of Saskatchewan to fund a sufficient number of training seats and support the Commission's operations.
 - The Ministry of Immigration and Career Training (ICT) provided an additional \$1.025M to the SATCC in 2022-23, greater than the \$20.064M budgeted, to fund additional training seats (\$527K) and more projects for the Indigenous Apprenticeship Initiative (\$500K).

Strategy:

4.2 Client Fee Revenue Review

Key Actions:

- As part of the budget development process, conduct a Client Fee Review to determine if any changes to tuition and/or administrative fees are required.
 - Effective January 1, 2023, there was an increase in apprenticeship fees for tuition, apprentice registration, written examinations and examination reviews. These increases were included in the 2022-2023 Business Plan and will enable the SATCC to continue providing apprenticeship clients with excellent service.
 - An unpaid tuition policy was implemented to deal with unpaid tuition in a fair and transparent manner with clients.
 - A Client Fee Review for 2023-24 was undertaken and reported in February to the SATCC Board. The review includes a fee comparison across other jurisdictions.

Strategy:

4.3 Maximize Efficiency

Key Actions:

- Develop and implement the annual Enterprise Risk Management (ERM) Plan.
 - The 2022-23 ERM Plan was approved by the Commission Board. The Plan was reported to the Board on a quarterly basis throughout 2022-23.
- Work with the Internal Auditor to develop and implement annual Internal Audit Plan.
 - Internal Auditor completed audits in the following areas: Financial Accounting and Reporting Controls; Training Provider Oversight; Trade Qualifications Compliance; Exam Integrity; Apprenticeship Success; and Board Governance and Practices. Five audits planned for 2022-23 have not yet been completed or were delayed: Curriculum Development; Provincial Certification MyATC System Management; Anti-Fraud Controls; IT Governance; and HR Recruitment.
 - An Underrepresented Groups audit was completed for the Provincial Auditor.
- Complete a Records Management Framework Review.
 - This work was postponed due to staffing issues. This work will continue in 2023-24.
- Minimize increases in administrative costs.
 - The SATCC was effective at controlling administrative costs in 2022-23. The Administrative Cost Change measure was budgeted to rise by 2.0 per cent in 2022-23. The actual change was a 5.2 per cent decrease in administrative costs. The bulk of savings came from reduced expenditures on salaries (due to vacancy management), legal fees, lease costs, office supplies and postage.
- Maximize utilization of training seats.
 - In 2022-23, the Technical Training Fill Ratio was 95.6 per cent, achieving the target of 95 per cent set for the year. This result is an indication that apprentices eligible for technical training are adapting well to self-registering in training courses through the new MyATC client service system.
- Manage annual increases in technical training costs with training providers through the Training Protocol Agreements (TPAs).
 - In its training protocol agreements with training providers, the SATCC limits training cost increases to Saskatchewan's Consumer Price Index (CPI) inflation rate, plus one percentage point, to limit cost increases. In 2022-23, the SATCC allowed a general price increase of 4.3 per cent for training providers.¹
 - However, overall training pricing rose by 9.3 per cent. Training provider costs were higher because of enhanced Covid protocols, increased space rent and higher-than-normal price inflation for consumable items used in the delivery of technical training. The SATCC granted exceptions for some training providers, and allowed higher pricing than the 4.3 per cent maximum, due to these exceptional circumstances.

¹ The SATCC's training protocol agreements have a pricing mechanism that allows training costs to increase by the Sask. Consumer Price Index (CPI), as of July each year, plus one percentage point. In 2022-23, the SATCC allowed training providers to increase prices by 4.3 per cent based on a July 2021 CPI of 3.3 per cent plus one percentage point.

Performance Measure Results

Measures	2021-22 Actual	2022-23 Target	2022-23 Actual	% of 2022-23 Target	2022-23 Result
Share of Registered Apprentices in Technical Training	62.1%	65.0%	66.7%	102.6%	Achieved
Technical Training Fill Ratio	90.3%	95.0%	95.6%	100.6%	Achieved
Administrative Cost Change	2.2%	2.0%	(5.2%)	463.0%	Exceeded
Share of Non-Government Revenue (%)	11.9%	15.0%	16.9%	112.7%	Exceeded
Revenue-Expense-Ratio	36.3%	40.0%	49.0%	122.5%	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.

2022-23 Financial Summary

The SATCC budgeted a deficit of \$2.054M in 2022-23 based on revenues of \$24.097M and expenses of \$26.150M. In its budget, the Commission received \$20.064M from the Ministry of Immigration and Career Training (ICT) comprised of \$19.664M in its operational grant and \$400K for the Indigenous Apprenticeships Initiative (IAI) program.

The SATCC posted a deficit of \$373K for the fiscal year ending June 30, 2023. The improvement in the SATCC's financial situation is due to two factors:

1. An increase in revenues to \$25.353M. The increase of \$1.256M in revenues is mostly due to an increase in in-year funding of \$1.027M from ICT. An additional \$500K was provided to address unmet demand for IAI projects. Another \$527K is to support increasing the number of technical training seats to meet anticipated increases in industry demand for apprenticeship in 2023-24. The remaining \$229K increase in revenues in 2022-23 is due to an increase in own-source revenues; and
2. A decrease in expenses to \$25.727M for a total decrease of \$423K. Despite inflationary pressures, management was able to reduce operational expenses which were partially offset by increases in technical training expenses.

The SATCC generated \$3.912M in tuition and administrative fee revenue in 2022-23 compared to the budgeted value of \$3.934M. The SATCC generated \$2.933M in tuition revenue from the nearly 4,100 training seats (4,072) it purchased while also raising \$979K in administrative fee revenue in 2022-23. The Commission also received \$232K in interest revenue due to higher interest rates.

At \$16.755M, the SATCC's expense on technical training in 2022-23 was \$259K higher than the \$16.495M budgeted. The increase was a result of increased seat purchase, the rising cost of training and unbudgeted carry-over expenses from the "Tiny Home" program that carried over from 2021-22. Salaries and Personnel expenses were \$5.813M, which was below budget by \$465K due to vacancy management. The remaining approximate \$3.158M in operational expenses are allocated across the remaining dozen expense types with the majority in Other Contractual Services (\$1.166M), Space Rental (\$694K) as well as Advertising, Promotion and Printing (\$439K). These expenses were approximately \$218K under the budget of \$3.376M.

The SATCC's accumulated surplus is \$4.849M as of June 30, 2023. Non-Financial Assets are \$1.142M with most of it being tangible capital assets (\$1.045M). Approximately \$668K is restricted for the IAI program (\$613K) and for the remaining expenses of the Tiny Home program (\$55K). The Commission Board's F2 Minimum Policy restricts one-twelfth of operating expenses, excluding technical training costs and amortization. This is estimated at \$676K in 2022-23. The remaining \$2.361M are Undesignated Financial Assets.

The 2022-23 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, 2023, 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, 2023, 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 2022-23*, 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 20, 2023

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, 2023

	2023	2022
Financial Assets		
Due from GRF (Note 3)	\$ 6,670,740	\$ 6,874,870
Accounts Receivable (Note 6)	275,529	110,228
	6,946,269	6,985,098
Liabilities		
Accounts Payable and Accrued Liabilities	345,129	791,139
Accrued Leave Liabilities	362,693	369,498
Deferred Revenue (Note 7)	2,045,365	1,304,395
Deferred Contributions (Note 8)	486,475	520,046
	3,239,662	2,985,078
Net Financial Assets (Note 10)	3,706,607	4,000,020
Non-Financial Assets		
Tangible Capital Assets (Schedule 1)	1,044,709	1,131,980
Inventory of Promotional Supplies	7,947	8,834
Prepaid Expenses	89,607	81,441
Total Non-Financial Assets	1,142,263	1,222,255
Accumulated Surplus (Statement 2)	\$ 4,848,870	\$ 5,222,275

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Statement of Operations
For the Year Ended June 30, 2023

	2023 Budget (Note 12)		2023 Actual		2022 Actual
Revenue					
Grants - General Revenue Fund	\$ 20,064,000	\$	21,090,600	\$	20,064,000
Grants – IAI and SYA One-Time Funding (GRF) ²	-		-		4,980,000
Client Fees	3,933,944		3,912,120		3,244,096
SYA Contributions	50,800		56,000		64,000
Products and Services	35,000		62,293		30,115
Interest	13,000		232,267		23,359
Total Revenue	24,096,744		25,353,280		28,405,570
Expense					
Salaries and Personnel	6,278,982		5,813,773		5,664,347
Program Contractual Services	16,495,273		16,754,760		18,528,857
Other Contractual Services	1,478,500		1,166,242		1,837,156
Board Expenses (Note 11)	112,000		120,537		77,255
Travel	160,000		245,097		123,888
Telephone	95,000		87,275		84,812
Advertising, Promotion and Printing	388,800		439,382		567,605
Space Rental	716,000		694,158		596,555
Equipment Rental	31,400		25,031		26,785
Office Supplies	78,100		56,405		32,558
Postage, Courier and Freight	65,000		47,374		53,800
Other	105,670		114,976		83,783
Amortization	145,630		161,675		139,688
Total Expenses	26,150,355		25,726,685		27,817,089
Annual (Deficit) Surplus	(2,053,611)		(373,405)		588,481
Accumulated Surplus, Beginning of Year	5,222,275		5,222,275		4,633,794
Accumulated Surplus, End of Year (to Statement 1)	\$ 3,168,664	\$	4,848,870	\$	5,222,275

(See accompanying notes to the financial statements)

² Acronyms:

- a) IAI – Indigenous Apprenticeship Initiatives
- b) SYA – Saskatchewan Youth Apprenticeship

Saskatchewan Apprenticeship and Trade Certification Commission
Statement of Change in Net Financial Assets
For the Year Ended June 30, 2023

	2023 Budget (Note 12)	2023 Actual	2022 Actual
Annual (Deficit) Surplus	\$ (2,053,611)	\$ (373,405)	\$ 588,481
Implementation (Acquisition) of Work-In-Progress	(50,000)	-	603,296
Acquisition of Tangible Capital Assets	(27,500)	(74,404)	(1,228,346)
Amortization of Tangible Capital Assets	145,630	161,675	139,688
	68,130	87,271	(485,362)
Consumption (Acquisition) of Prepaid Expenses	(17,413)	(8,166)	24,565
(Acquisition) Consumption of Inventory	(1,000)	887	(3,042)
	(18,413)	(7,279)	21,523
(Decrease) Increase in Net Financial Assets	(2,003,894)	(293,413)	124,642
Net Financial Assets, Beginning of Year	4,000,020	4,000,020	3,875,378
Net Financial Assets, End of Year	\$ 1,996,126	\$ 3,706,607	\$ 4,000,020

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Statement of Cash Flow
For the Year Ended June 30, 2023

	2023	2022
Operating Activities:		
Cash Receipts from General Revenue Fund	\$ 21,090,600	\$ 25,044,000
Cash Receipts from Clients	3,912,120	3,244,096
SYA Contributions Received	56,000	64,000
Receipts from Sales of Products and Services	62,293	30,115
Interest Received	232,267	23,359
Cash Paid to Employees	(5,813,773)	(5,664,347)
Cash Paid to Provide Program Services	(16,754,760)	(18,528,857)
Cash Paid to Suppliers	(2,914,473)	(2,662,836)
Cash Provided by Operating Activities	(129,726)	1,549,530
Capital Activities:		
Implementation (Acquisition) of Work in Progress	-	603,296
Acquisition of Tangible Capital Assets	(74,404)	(1,228,346)
Cash Used in Capital Activities	(74,404)	(625,050)
(Decrease) Increase in Cash	(204,130)	924,480
Due from GRF, Beginning of Year	6,874,870	5,950,390
Due from GRF, End of Year	\$ 6,670,740	\$ 6,874,870

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2023

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.

The SATCC is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The SATCC maintains a system of accounting and administrative controls to ensure that accurate and reliable financial statements are prepared and to obtain reasonable assurance that transactions are authorized, assets are safeguarded, and financial records are maintained.

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. 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.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2023

d) Inventories

Inventories of promotional supplies are valued at cost and are expensed as they are consumed.

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.

The revenue accounting changes will be implemented by SATCC in the fiscal year 2023-24. The adoption of these new standards are being considered for the SATCC and expected to have no impact.

h) New Standards

PS 3280, Asset Retirement Obligations (effective for fiscal years beginning on or after April 1, 2022), has been considered for the SATCC and determined to have no impact.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2023

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, 2022 to June 30, 2023 was 3.79 per cent (2022 – 0.40%).

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2023

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.

	2023	2022
Expenses		
Ministry of SaskBuilds and Procurement ³	593,243	627,969
North West College	-	202,775
Parkland College ⁴	291,509	484,421
SaskEnergy	17,732	10,583 ⁵
SaskTel	84,675	82,144
SaskPower	29,054	26,120
Saskatchewan Polytechnic	13,589,346	12,441,026
Southeast College	620,154	594,283
Tourism Saskatchewan	23,125	3,190
Western Trade Training Institute	184,975	181,754
Other Related Party Transactions	7,903	2,529
	\$ 15,441,716	\$ 14,656,794⁶
Accounts Payable	\$ 9,379	\$ 22,405
Accounts Receivable	\$ 67,026	\$ 309

³ 2022-23 Rental Amount for Estevan, La Ronge, Lloydminster, Moose Jaw, North Battleford, Yorkton and Swift Current of \$27,650.52

⁴ Parkland College changed its name to Suncrest College effective July 1, 2023.

⁵ Prior Year Annual Report showed SaskEnergy in Other Related Party Transactions.

⁶ Due to a clerical error, the total Related Party Transactions reported on the 2021-22 annual report were understated by \$2,000; the total should have been \$14,656,794 rather than \$14,654,794.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2023

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:

	<u>2023</u>	<u>2022</u>
Interest	\$ 67,026	\$ 12,776
Client Fees	2,180	4,506
Other	215,079	94,217
Valuation Allowance	<u>(8,756)</u>	<u>(1,271)</u>
Total Accounts Receivable	\$ <u>275,529</u>	\$ <u>110,228</u>

7. Deferred Revenue

Deferred Revenue of \$2,045,365 (2022 - \$1,304,395) is comprised of tuition and examination fees received from apprentices for training which will occur after June 30, 2023. The amount is significantly higher than prior year due to on-line registration in MyATC. As a result, the Commission received higher number of registrations from apprentices for technical training classes for fall 2023 and, therefore, collecting tuition in advance, in 2022-23, for the 2023-24 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. The SYA Industry Scholarship program will continue to give out scholarships until all sponsor funding commitments are met by 2030. A total of \$22,429 was earned in interest from SYA fund balance.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2023

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), 603-45th Street West, Saskatoon (expires July 31, 2024), and 141-15th Street East, Prince Albert (expires July 31, 2023). All of the SATCC's remaining locations are on a continuing month to month rental basis from the Ministry of SaskBuilds and Procurement.

The annual lease payments agreed to are:

2023-24	\$ 560,031
2024-25	\$ 465,181
2025-26	\$ 458,015
2026-27	\$ 459,363
2027-28	\$ 69,233
2028-29	\$ 2,026

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

b) Outstanding Legal Claims

As at June 30, 2023, the Commission has no outstanding legal claim before the Saskatchewan Court of King's Bench.

c) Contractual Obligations

As a result of MyATC, the Commission 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 Commission 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 Commission must repay any unamortized portion of the TI allowance.

However, the TI allowance was not used. This is because the renovation cost and permit requirements were deemed too great. As a result, management never proceeded with the examination room project in its Saskatoon location.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2023

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:

	<u>2023</u>	<u>2022</u>
Financial Assets Designated for the Indigenous Apprenticeship Initiatives Program	\$ 612,905	\$ 153,093
Financial Assets Designated for the Tiny Home Program	54,650	1,021,065
Financial Assets Designated for Board of Directors' First Nations and Metis Scholarship Trust Program*	2,709	3,309
Financial Assets Designated for IT System Fund	-	-
Financial Assets Designated for Minimum Surplus ⁷	675,717	808,194
Undesignated Financial Assets	<u>2,360,626</u>	<u>2,014,359</u>
Total Net Financial Assets	\$ <u>3,706,607</u>	\$ <u>4,000,020</u>

The Commission received an unbudgeted \$900K 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 initiatives for the IAI program (\$500K – available for Indigenous Apprenticeship Courses, Mentoring and Career Exploration) and \$400K allocated to General Revenue Fund.

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 Commission created a designated financial asset (\$1.021M) to pay for the remaining expenditures in 2022-23. Not all funds were used in 2022-23, and the remaining funds will be used to pay for the remaining expenditures in 2023-24. This fund will be wound down in 2023-24 once the money is expended.

As of June 30, 2023 financial assets designated for Saskatchewan Youth Apprenticeship Industry Scholarship Program carried a \$190,475 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.

⁷The SATCC shall maintain financial assets designated for a minimum surplus equivalent to one month of the previous year's operating expenses (excluding amortization and training costs), in case of a wind down of the company.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2023

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.

		<u>2023</u>		<u>2022</u>
Honorarium	\$	39,631	\$	39,994
Specialized Consulting		22,960		5,385
Board Training		-		-
Other Travel		21,568		1,103
Members Board/Commission Travel		35,515		29,845
El Expense on Honorariums		<u>863</u>		<u>928</u>
Total Board Expenses	\$	<u>120,537</u>	\$	<u>77,255</u>

12. Budget

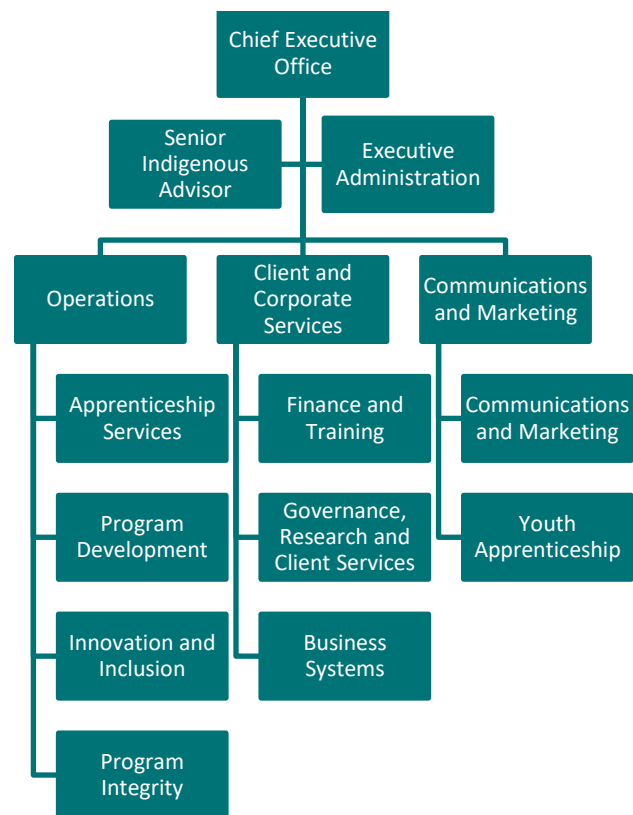
The operating budget was approved by the SATCC Board on June 22, 2022 as part of the 2022-23 Business Plan.

Saskatchewan Apprenticeship and Trade Certification Commission
Tangible Capital Assets
As at June 30, 2023

	2023							2022
	<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>Total</u>	<u>Total</u>
Balance at June 30, 2022	\$ 999,243	\$ 339,633	\$ 86,022	\$ 123,900	\$ 89,793	\$ 1,469,001	\$ 3,107,592	\$ 2,482,542
Additions during the year	23,999	50,714	-	-	-	-	74,713	625,050
Disposals during the year	-	-	-	-	-	-	-	-
Adjustments	-	1	-	-	(309)	(1)	(309)	-
Balance at June 30, 2023	1,023,242	390,348	86,022	123,900	89,484	1,469,000	3,181,996	3,107,592
Opening accumulated amortization	985,831	327,863	86,022	123,900	76,923	375,073	1,975,612	1,835,924
Annual amortization cost	6,907	21,252	-	-	-	121,548	149,707	139,688
Amortization related to disposals	-	-	-	-	-	-	-	-
Adjustments	11,304	664	-	-	1	(1)	11,968	-
Closing accumulated amortization	1,004,042	349,779	86,022	123,900	76,924	496,620	2,137,287	1,975,612
Net book value of tangible capital assets	\$ 19,200	\$ 40,569	\$ -	\$ -	\$ 12,560	\$ 972,380	\$ 1,044,709	\$ 1,131,980

In the current period, a review of the TCA Schedule was completed, and adjustments were made to reconcile properly, including rounding differences.

Appendix A: Organization Chart



Appendix B: Key Operational Factors

Key Operational Factors and Activities	July 1, 2022 to June 30, 2023	July 1, 2021 to June 30, 2022
Registered apprentices	6,103	6,271
Newly registered apprentices	2,299	1,824
Youth apprentices	2,639	3,636
Purchase of technical training seats	4,072	3,897
Technical training attendance*	3,818	3,410
Training allowance claims processed	1,380	1,198
Employer consultations **	5,111	4,369
Work experience assessments administered	9,307	6,355
Psycho-educational assessments administered	42	55
Written examinations administered	1,713	1,656
Practical examinations administered	243	159
Journey person certificates issued	1,049	987
Industry board/committee meetings held	143	125
Revenue generation (total non-grant revenue)	4,281,074	3,363,789

* Technical training attendance includes apprentices who were sent out of province for technical training.

Upgrading apprentices are not counted in the Purchase of technical training seats total.

** 2022-23 includes Jobsite inspections, Industry and Training Provider visits

Saskatchewan Apprentices: Registrations, Completions and Cancellations Five Year Overview 2018-19 to 2022-23					
Year	Newly Registered Apprentices	Journey person Certificates Issued (includes both apprentices and trade qualifiers)	Completions	Cancellations	Total Registered Apprentices
2022-23	2,299	1,049	862	848	6,103
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

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

- Journey person* - 1,049
- Proficiency* - 17
- Completion of Apprenticeship* - 862
- Learners* - 157
- Apprentice Year Cards (issued to each apprentice at the completion of a level of training) - 5,228

*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 2018-19 to 2022-23					
Year	Total Females	Females in Trades where Women are Underrepresented	Indigenous People	Visible Minority	People with Disabilities
2022-23	656	402	1,064	410	580
2021-22	649	344	1,103	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

Saskatchewan Youth Apprenticeship Program Five-Year Overview 2018-19 to 2022-23					
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
2022-23	333	2,639	573	256	742
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

Indigenous Apprenticeship Participation 2018-19 to 2022-23						
Year	Total Indigenous Apprentices Registered at June 30	First Nations*	Métis	Total Indigenous Journeyperson Certificates Issued (includes both apprentices and trade qualifiers)	First Nations*	Métis
2022-23	1,064	637	427	98	53	48
2021-22	1,103	709	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

* Includes Inuit and who identified with more than one group.
 Indigenous individuals made up 17.4% of all registered apprentices in 2022-23.
 Indigenous individuals were issued 9.3% of all journeyperson certificates in 2022-23.

Appendix C: Registrations, Completions and Cancellations by Designated Trades 2022-23

Trade	Total Apprentices June 30, 2022	Indentures	Cancellations	Paused	Completions	Total as of end June 30, 2023
Agricultural Equipment Technician	278	103	27	24	41	289
Aircraft Maintenance Engineer Technician*	0	0	0	0	0	0
Auto Body and Collision Technician	131	55	14	18	25	129
- Automotive Refinishing Technician	2	3	1	1	0	3
Automotive Service Technician	385	136	45	30	57	389
Boilermaker	19	8	1	0	3	23
Bricklayer	22	3	4	5	0	16
Cabinetmaker	3	2	1	1	0	3
Carpenter	669	210	105	119	68	587
- Framer	0	0	0	0	0	0
- Scaffolder	108	24	19	19	9	85
Construction Craft Labourer	32	6	5	18	3	12
Construction Electrician	1,151	385	121	132	168	1115
Cook	57	17	16	7	5	46
Electronics Assembler	0	0	0	0	0	0
Esthetician - Nail Technician	2	0	2	0	0	0
Esthetician - Skin Care Technician	8	0	4	2	0	2
Food and Beverage Person	6	3	4	2	3	0
Glazier	2	2	0	2	0	2
Guest Services Representative	3	5	1	0	1	6
Hairstylist	292	108	49	21	66	264
Heavy Duty Equipment Technician	301	145	33	21	46	346
Industrial Mechanic (Millwright)	387	157	44	22	63	415
Instrumentation and Control Technician	92	37	9	11	9	100
Insulator (Heat and Frost)	14	6	3	1	0	16
Ironworker (Reinforcing)	1	0	0	1	0	0
Ironworker (Structural/Ornamental)	47	19	6	9	17	34
Landscape Horticulturist	3	0	1	1	0	1
Lather (Interior Systems Mechanic)	0	1	0	0	0	1
Locksmith	3	0	2	0	0	1
Machinist	87	39	13	7	18	88

Trade	Total Apprentices June 30, 2022	Indentures	Cancellations	Paused	Completions	Total as of end June 30, 2023
Meat Cutter	0	0	0	0	0	0
Endorsement: Processor	0	0	0	0	0	0
Endorsement: Slaughterer	0	0	0	0	0	0
Metal Fabricator (Fitter)	48	17	11	6	6	42
Mobile Crane Operator	43	27	3	2	9	56
- Boom Truck Operator 'A'	24	11	4	4	5	22
- Boom Truck Operator 'B'	3	1	0	3	0	1
Painter And Decorator	3	0	1	0	0	2
Parts Technician	91	29	18	8	12	82
Pipeline Equipment Operator	0	0	0	0	0	0
Endorsement: Dozer Operator	0	0	0	0	0	0
Endorsement: Excavator Operator	0	0	0	0	0	0
Endorsement: Grader Operator	0	0	0	0	0	0
Endorsement: Sideboom Operator	0	0	0	0	0	0
Plumber	630	207	76	82	49	630
Pork Production Technician	0	0	0	0	0	0
Endorsement: Breeder	0	0	0	0	0	0
Endorsement: Facilities Maintenance	0	0	0	0	0	0
Endorsement: Farrowing	0	0	0	0	0	0
Endorsement: Grower- Finisher	0	0	0	0	0	0
Endorsement: Nursery Management	0	0	0	0	0	0
Powerline Technician	216	99	11	8	50	246
Recreation Vehicle Service Technician	6	0	2	4	0	0
Refrigeration and Air Conditioning Mechanic	145	64	11	23	25	150
Rig Technician- Derrickhand (Level Two)	0	0	0	0	0	0
Rig Technician - Driller (Level Three)	0	0	0	0	0	0
Rig Technician - Motorhand (Level One)	0	0	0	0	0	0
Roofer	41	10	10	7	5	29
Sheet Metal Worker	159	49	25	31	19	133
Sprinkler Fitter	30	12	5	5	5	27
Steamfitter-Pipefitter	106	47	17	27	6	103
- Petroleum Installer Technician	3	0	1	1	0	1
Tilesetter	0	0	0	0	0	0
Tower Crane Operator	4	0	3	0	0	1

Trade	Total Apprentices June 30, 2022	Indentures	Cancellations	Paused	Completions	Total as of end June 30, 2023
Truck and Transport Mechanic	215	84	39	17	22	221
Water Well Driller	0	0	0	0	0	0
Welder	399	168	81	55	47	384
- Semiautomatic Welding Production Operator	0	0	0	0	0	0
TOTAL	6,271	2,299	848	757	862	6,103
	* Aircraft Maintenance Engineer Technicians are registered by Manitoba Apprenticeship, to comply with Transport Canada regulations.					

Appendix D: Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2022-23

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Agricultural Equipment Technician	198	43	41	58	56
Aircraft Maintenance Engineer Technician ¹	0	0	0	0	0
Auto Body and Collision Technician	97	27	13	27	30
- Automotive Refinishing Technician ⁺	0	0	0	NA	NA
Automotive Service Technician	285	77	63	90	53
Boilermaker ⁺	0	0	0	0	NA
Bricklayer	9	0	9	0	NA
Cabinetmaker ⁺	0	0	0	0	0
Carpenter	461	129	100	104	96
- Framer	0	0	NA	NA	NA
- Scaffolder	59	22	13	12	12
Construction Craft Labourer	0	0	0	0	0
Construction Electrician	808	203	179	181	207
Cook	26	15	0	11	0
Electronics Assembler	0	0	NA	NA	NA
Esthetician - Nail Technician*	0	0	NA	NA	NA
Esthetician - Skin Care Technician*	0	0	NA	NA	NA
Food and Beverage**	3	3	NA	NA	NA
Glazier ⁺	0	0	0	0	0
Guest Services Representative**	5	5	NA	NA	NA
Hairstylist*	0	0	NA	NA	NA
Heavy Duty Equipment Technician	204	48	36	71	49
Industrial Mechanic (Millwright)	307	72	65	84	72
Instrumentation and Control Technician	36	15	13	8	0
Insulator (Heat and Frost)	5	0	5	0	0
Ironworker (Reinforcing)	0	0	0	0	NA
Ironworker (Structural/Ornamental)	34	8	7	19	NA
Landscape Horticulturist ⁺	0	0	0	0	0
Lather (Interior Systems Mechanic)	0	0	0	0	0
Locksmith ⁺	0	0	0	0	0
Machinist	51	9	6	12	24
Meat Cutter ⁺	0	0	0	0	NA
Metal Fabricator (Fitter)	30	12	9	9	NA
Mobile Crane Operator (includes Tower Crane)	27	10	8	9	NA
- Boom Truck Operator A/B	17	7	10	NA	NA
Painter & Decorator ⁺	0	0	0	0	NA
Parts Technician	55	15	22	18	NA
Pipeline Equipment Operator ²	0	0	0	NA	NA
Plumber	400	150	95	76	67

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Powerline Technician	229	69	59	49	52
Recreation Vehicle Service Technician ⁺	0	0	0	0	NA
Refrigeration and Air Conditioning Mechanic	113	47	24	17	25
Roofer	15	8	0	7	NA
Sheet Metal Worker	85	24	12	22	25
Sprinkler Fitter	0	0	0	0	0
Steamfitter-Pipefitter	33	12	0	14	7
- Petroleum Installer Technician	1	1	0	0	NA
Tilesetter ⁺	0	0	0	0	0
Tower Crane Operator	0	0	0	NA	NA
Truck and Transport Mechanic	115	35	21	36	23
Water Well Driller ⁺	0	0	0	NA	NA
Welder	183	48	54	60	NA
- Semiautomatic Welding Production Operator	0	0	0	NA	NA
TOTAL	3,891	1,114	864	994	798
Out of Province	48	22	10	15	1
TOTAL apprentices trained (including OOP⁺ and Upgraders)	3,939				
TOTAL apprentices trained (including OOP, no Upgraders)	3,815				
TOTAL apprentices trained (including Upgraders, no OOP)	3,891	(SATCC-purchased training)			
TOTAL apprentices trained (no OOP, no Upgraders)	3,770				
¹ Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship ² 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. NA – No applicable training for this trade/level +OOP - Apprentices who received technical training Out of Province.					

Appendix E: Journeyperson Examinations

2022-23

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Agricultural Equipment Technician	79	54	25
Aircraft Maintenance Engineer Technician*	0	0	0
Auto Body and Collision Technician	40	28	12
- Automotive Refinishing Technician	0	0	0
Automotive Service Technician	90	59	31
Boilermaker	5	3	2
Bricklayer	1	1	0
Cabinetmaker	1	1	0
Carpenter	143	79	64
- Framer	0	0	0
- Scaffolder	15	11	4
Construction Craft Labourer	0	0	0
Construction Electrician	316	203	113
Cook	42	16	26
Electronics Assembler	0	0	0
Esthetician - Nail Technician	5	3	2
Esthetician - Skin Care Technician	8	5	3
Food and Beverage Person	0	0	0
Gasfitter	0	0	0
Glazier	0	0	0
Guest Services Representative	0	0	0
Hairstylist	152	78	74
Heavy Duty Equipment Technician	91	68	23
Industrial Mechanic (Millwright)	122	85	37
Instrumentation and Control Technician	27	11	16
Insulator (Heat and Frost)	1	0	1
Ironworker (Reinforcing)	12	11	1
Ironworker (Structural/Ornamental)	19	17	2
Landscape Horticulturist	0	0	0
Lather (Interior Systems Mechanic)	1	1	0
Locksmith	0	0	0
Machinist	37	24	13
Meat Cutter	0	0	0
Endorsement: Processor	0	0	0
Endorsement: Slaughterer	0	0	0
Metal Fabricator (Fitter)	14	10	4
Mobile Crane Operator	11	10	1
- Boom Truck Operator 'A'	14	8	6
- Boom Truck Operator 'B'	0	0	0
Painter And Decorator	2	0	2
Parts Technician	36	25	11
Pipeline Equipment Operator	0	0	0
Endorsement: Dozer Operator	0	0	0

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Endorsement: Excavator Operator	0	0	0
Endorsement: Grader Operator	0	0	0
Endorsement: Sideboom Operator	0	0	0
Plumber	113	50	63
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	60	45	15
Recreation Vehicle Service Technician	0	0	0
Refrigeration and Air Conditioning Mechanic	32	24	8
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	6	6	0
Sheet Metal Worker	32	21	11
Sprinkler Fitter	5	4	1
Steamfitter-Pipefitter	19	9	10
- Petroleum Installer Technician	2	1	1
Tilesetter	1	1	0
Tower Crane Operator	2	1	1
Truck and Transport Mechanic	50	27	23
Water Well Driller	0	0	0
Welder	107	69	38
- Semiautomatic Welding Production Operator	0	0	0
TOTAL	1,713	1,069	644
* 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	2021-22 Actual	2022-23 Target	2022-23 Actual	% of 2022-23 Target	2022-23 Result
Apprentice Registrations	1,824	1,800	2,299	127.7%	Exceeded
Total Apprentices	6,271	6,300	6,103	96.9%	Progressed
Trade Qualifiers	1,360	1,500	1,436	95.7%	Progressed
Technical Training Seats	3,897	4,200	4,072	97.0%	Progressed
Alternate Technical Training Available	19.8%	10.0%	11.7%	116.9%	Exceeded
Apprentice & Employer Consultations	4,369	4,000	5,111	127.8%	Exceeded
Trade Board Meetings	125	120	143	119.2%	Exceeded
New Trades, Sub-Trades and Occupations (NEW)*	N/A	TBD	TBD	N/A	No Report
Journeyman Certificates Issued	986	1,000	1,049	104.9%	Achieved
Red Seal Exam Pass Rate	65.0%	75.0%	68.0%	90.7%	Progressed
Real Completion Rate (RCR)	46.9%	60.0%	52.2%	87.0%	Not Met
Total Employers	2,219	2,300	2,048	89.0%	Not Met
Total Saskatchewan Youth Apprenticeship (SYA) Registrations	3,636	3,800	2,639	69.4%	Not Met
Equity, Diversity and Inclusion (EDI) Partnerships (NEW)*	N/A	TBD	TBD	N/A	No Report
Indigenous Apprentices	17.6%	18.0%	17.4%	96.9%	Progressed
Female Apprentices	10.3%	11.0%	10.7%	97.7%	Progressed
Female Apprentices in Trades with Low Female Representation	5.5%	5.5%	6.6%	119.8%	Exceeded

Visible Minority Apprentices	5.3%	4.5%	6.7%	149.3%	Exceeded
Apprentices with Disabilities	7.8%	7.0%	9.5%	135.8%	Exceeded
Employer Satisfaction with Training**	92.0%	N/A	N/A	N/A	No Report
Apprentice Satisfaction with On-the-Job Training**	91.0%	N/A	N/A	N/A	No Report
Trade Levels Harmonized	14	14	14	100.0%	Achieved
Industry Response Time	98.3%	95.0%	100.0%	105.3%	Exceeded
Ratio Compliance	96.7%	95.0%	95.2%	100.2%	Achieved
Employee Training and Development Spend	1.08%	1.30%	1.41%	108.5%	Exceeded
Sick Leave	4.3 days	5.50 days	7.87 days	56.9%	Not Met
Employer Satisfaction with SATCC Services**	96.0%	N/A	N/A	N/A	No Report
Apprentice Satisfaction with SATCC Services**	92.0%	N/A	N/A	N/A	No Report
Employee Engagement	81.0%	80.0%	79.0%	98.8%	Progressed
Share of Registered Apprentices in Technical Training	62.1%	65.0%	66.7%	102.6%	Achieved
Technical Training Fill Ratio	90.3%	95.0%	95.6%	100.6%	Achieved
Administrative Cost Change	2.2%	2.0%	(5.2%)	463.0%	Exceeded
Share of Non-Government Revenue (%)	11.9%	15.0%	16.9%	112.7%	Exceeded
Revenue-Expense-Ratio	36.3%	40.0%	49.0%	122.5%	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.

* New measures require further definition and will be measured in the future.

** The Employer and Apprentice Satisfaction Surveys are administered every two years. The next survey will be administered during the 2023-2024 year.

N/A - Not Available

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 journeyperson, combined with technical training. Upon completion of the final level of training, apprentices are eligible to write the journeyperson 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 Journeyperson Certificate of Qualification.

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

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

Journeyperson 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, journeypersons 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

Website: www.saskapprenticeship.ca

District Offices

Saskatchewan Apprenticeship and Trade Certification Exam Centre

3rd Floor, 2221 Cornwall Street
Regina, SK S4P 2L1

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