

Annual Report 2023-24

Saskatchewan Apprenticeship and Trade Certification Commission (SATCC)

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, 2024.

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

Jeremy Harrison
Minister of Immigration and Career Training



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, 2024.

A handwritten signature in blue ink, appearing to read "Jeff Sweet", with a stylized flourish at the end.

Jeff Sweet
Commission Board Chair

A handwritten signature in blue ink, appearing to read "Jeff Ritter", with a stylized flourish at the end.

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.

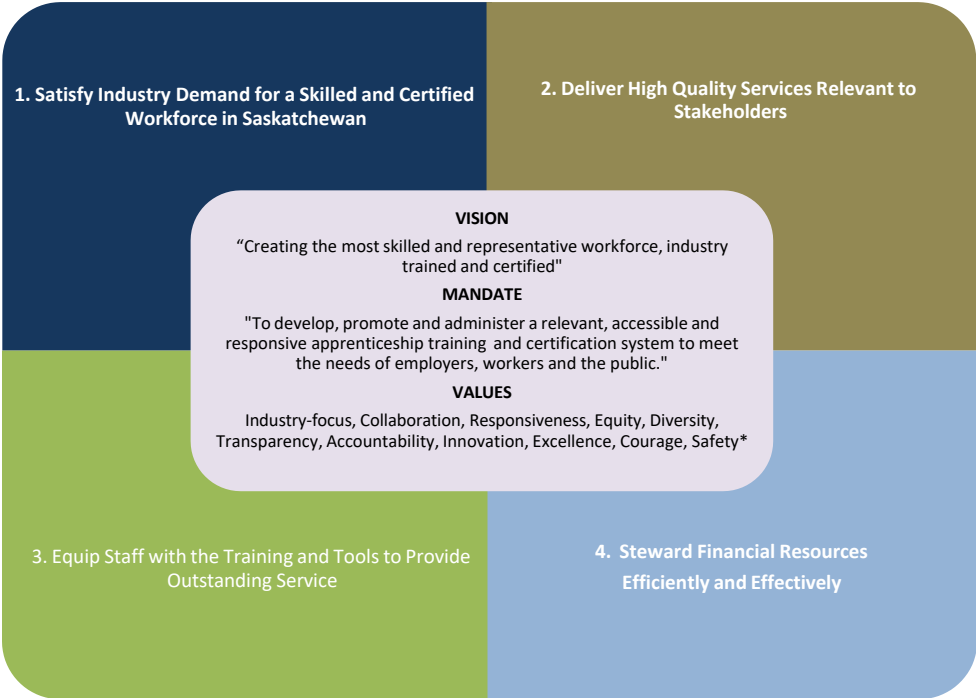
The SATCC is authorized to make regulations to ensure the efficient, effective operation of the apprenticeship system and to meet the needs of industry in a timely manner. Through its industry board structure and The Act, the SATCC is accountable to the industry it serves and the Government of Saskatchewan. 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, 2024. It provides the results of publicly committed strategies, actions and performance measures identified in the SATCC’s 2023-24 [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 by offering technical training and services where apprentices live and work

Key Actions:

- Developed an annual training schedule reflective of where apprentices live and work.
 - The SATCC trained 4,304 apprentices during 2023-24. Of this number, about 10 per cent of apprentices received their technical training through an online or a hybrid in-person and online format.
 - A \$75/week increase in Apprenticeship Training Allowance (ATA) rates was implemented.
- Enhanced alternate training options for upgrading and apprenticeship courses in more trades and occupations.
 - The SATCC assessed capacity issues in Powerline Technician technical training with key stakeholders. Decisions to address capacity will be made in 2024-25.
 - New, or enhanced, upgrading options were explored to increase support alternatives for apprentices. Lotus Learning, the training partner for the Roofer technical training program, implemented online-only training in 2023-24.
 - Boilermaker apprentices currently attend technical training in Manitoba due to low Saskatchewan demand. The SATCC met with Local 555 International Brotherhood of Boilermakers to discuss potential offering of Boilermaker technical training in Saskatchewan resulting in the opportunity to offer technical training if demand increases in the province.
 - Sprinkler Fitter technical training was implemented for all levels in Saskatchewan.

Strategy:

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

Key Actions:

- Developed and implemented a strategy to register pre-apprenticeship students taking training with Saskatchewan training providers with the SATCC.
 - Data sharing agreements were initiated with training providers who offer pre-apprenticeship training, and a statement of work is in progress to store information in the MyATC application. As of June 30, 2024, three of eight data sharing agreements were completed. The remaining agreements will be completed in 2024-25.

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:

- Identified and explored selected opportunities to expand the apprenticeship system.
 - The SATCC developed legislative changes for Commission Regulations that will be applied in 2024-25 for:
 - Certification Only Trades
 - Appliance Service Technician,
 - Baker,
 - Concrete Finisher,
 - Drywall Finisher and Plasterer,
 - Floorcovering Installer,
 - Heavy Equipment Operator (Dozer),
 - Heavy Equipment Operator (Excavator),
 - Heavy Equipment Operator (Tractor-Loader-Backhoe),
 - Motorcycle Technician,
 - Tool and Die Maker,
 - Transport Trailer Technician,
 - Gasfitter A, and
 - Gasfitter B.
 - Occupations
 - Field Heat Treatment Technician.
 - The SATCC will work with the Ministry of Immigration and Career Training (ICT) to amend the Ministry Regulations to add Barber as a Sub-Trade.
 - No other new designated trades, subtrades, and occupations were identified in 2023-24.
- Ensure training is relevant and responsive to industry needs.
 - The SATCC participated in discussion and workshops dedicated to ongoing harmonization of trades across the country. The SATCC's participation keeps Saskatchewan aligned with industry across Canada.
 - The Program Development area developed a schedule of trade curriculum

validations to completed annually. In 2023-24 curriculum validations were completed for three trades.

- Harmonized trades are identified for a Red Seal Occupational Standard (RSOS) review to maintain industry best practice within the trades. In 2023-24, six trades were reviewed:
 - Automotive Service Technician
 - Carpenter
 - Heavy Duty Equipment Technician
 - Plumber
 - Refrigeration and Air Conditioning Mechanic
 - Welder

Strategy:

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

Key Actions:

- Developed annual communications plan targeting stakeholders, including employers, youth, and equity priority groups.
 - The 2023-24 Communications and Marketing Plan included 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 2023 Apprenticeship Celebration Dinner was held November 3rd in Regina. The in-person event celebrated the 2023 award winners and recognized those who are part of apprenticeship and the skilled trades.
 - There is a new Guided Tour available in MyATC – Main Page Overview for Employers. This tour explains the main parts of the MyATC landing page.
 - The SATCC began the implementation of the Women in the Skilled Trades Initiative (WISTI) in 2024 which will conclude in 2026. The SATCC hired two female Apprenticeship Consultants to coach and mentor female apprentices in eligible Red Seal trades. Registration and Level 1 tuition fees will also be rebated to eligible female apprentices participating in the WISTI initiative.
- Delivered training for Indigenous apprentices.
 - The Indigenous Apprenticeship Initiatives (IAI) program funded three projects in 2023-24 at a cost of approximately \$398K:
 - An Indigenous Welding program (women of steel program) offered by 2 Nations Bird Construction was completed by six participants;
 - Residential renovation and construction training program on the Cowessess First Nation was completed by six participants; and
 - An introduction to carpentry pre-employment program in Ile-a-la-Crosse was completed by seven participants.
 - Three additional projects were completed in 2023-24 with extra funding received from the Ministry of Immigration and Career Training in the previous fiscal year. Two tiny home projects were completed on Ochapowace First Nation and one bungalow home project was completed by the Federation of Sovereign Indigenous Nations.
 - The IAI program review was deferred to 2024-25.

- Explored the development and offering of programming on inclusion in the workplace.
 - Inclusion in the workplace programming for apprentices and employers was initiated by the SATCC's Innovation and Inclusion unit. The programming project is being developed with SkillPlan, a non-profit organization in British Columbia. The SATCC plans to pilot the delivery of a course for employers in 2024-25.
- The SATCC raised 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 2023-24, the SATCC awarded 110 SYA Industry Scholarships to graduating students from 77 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 13 school presentations using virtual reality.
 - The SYA program delivered 455 presentations to schools across Saskatchewan in 2023-24.
 - The 2023 SYA Champion Survey was conducted and results presented in July. The overall satisfaction with the SYA program was very positive. Suggestions provided by respondents to enhance the program were incorporated into a program evaluation undertaken in 2024 for the SYA program.
- Explored and advanced options to expand the scope of the SYA program to ensure long term sustainability.
 - A program evaluation was conducted in 2024 for the SYA Program. The SYA Program Evaluation report analyzed the current state of resources, promotion, program implementation, outputs, outcomes and impact. Five recommendations were issued for program enhancements to improve program delivery and provide better quality data used in performance measurement.
 - The SATCC initiated conversations with the Ministry of Education to align SYA with provincial curriculum. More consultations will occur in 2024-25.

Performance Measure Results:

Measures	2022-23 Actual	2023-24 Target	2023-24 Actual	% of 2023-24 Target	2023-24 Result
Apprentice Registrations	2,299	2,400	2,331	97.1%	Progressed
Total Apprentices	6,103	6,400	6,749	105.5%	Exceeded
Trade Qualifiers	1,436	1,450	1,261	87.0%	Not Met
Technical Training Seats	4,072	4,450	4,304	96.7%	Progressed
Alternate Technical Training Available	11.7%	10.0%	9.9%	98.5%	Progressed
Apprentice & Employer Consultations	5,111	5,000	5,344	106.9%	Exceeded
Trade Board Meetings	143	120	167	139.2%	Exceeded
New Trades, Sub-Trades and Occupations	TBD	2	0	0.0%	Not Met
Journeyman Certificates Issued	1,049	1,000	983	98.3%	Progressed
Red Seal Exam Pass Rate	68.0%	75.0%	69.4%	92.5%	Progressed
Real Completion Rate (RCR)	52.2%	60.0%	47.3%	78.8%	Not Met
Total Employers	2,048	2,100	2,126	101.2%	Achieved
Total Saskatchewan Youth Apprenticeship (SYA) Registrations	3,639	2,800	3,045	108.8%	Exceeded
Equity, Diversity and Inclusion (EDI) Partnerships	TBD	2	2	100.0%	Achieved
Indigenous Apprentices	17.4%	19.0%	17.1%	89.8%	Not Met
Female Apprentices	10.7%	11.0%	9.9%	89.8%	Not Met
Female Apprentices in Trades with Low Female Representation	6.6%	5.5%	7.1%	129.1%	Exceeded
Visible Minority Apprentices	6.7%	4.5%	7.8%	173.9%	Exceeded
Apprentices with Disabilities	9.5%	7.5%	10.9%	135.9%	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 journeypersons. 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:

- Enhanced strategies for early intervention, critical to identifying learning gaps, much earlier in an apprentices training.
 - The SATCC has implemented early intervention strategies for apprentices through delivery of an essential skills assessment and a Learning Disability Online Risk Indicator (LDORI).
- Offered 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.
 - Preliminary investigation of a Learning Management System was completed, and a project proposal is being developed for the IT Governance approval process for 2024-2025.
 - Mentorship training programs were identified that are delivered through the Canadian Apprenticeship Forum. These programs were promoted to apprentices throughout 2023-24.
 - Examination readiness courses are being provide on a monthly basis for apprentices requiring additional support for examination preparation. The study skill and examination preparation seminars were attended by 106 apprentices in 2023-24.
 - The SATCC continues to provide access to tutors through the Virtual Learning Strategy (VLS) program in partnership with New Brunswick.
- Enhanced training oversight by reviewing curriculum materials and assessments used in technical training and continue to work close with Trade Boards and Curriculum and Examination Development Boards (CEDBs) to ensure training is consistent with what is needed for success.
 - Developed Red Seal Occupational Standard (RSOS) study guide for Certification Examination preparation. The study guide was developed for use in technical training programs to assist apprentices in preparing to write the Red Seal certification examination for their trade.

- Curriculum validations with three trades (Mobile Crane Operator, Steamfitter/Pipefitter and Machinist) were completed by the end of June. Learning materials, assessments and instructor guides were reviewed for 11 apprenticeship levels with industry boards and instructional staff providing input. Change to curriculum documents as well as program alignment checks are under development as a part of this process.
- Identify and reduce barriers to certification.
 - The 2023 Apprentice Progression Outcomes report was presented to the Commission Board in November. Apprentice progression research follows apprentices from 2017-18 to the present to identify how far they progress in their programs, how long they take to certify as journeypersons, and what barriers prevent some apprentices from achieving journeyperson certification. A progression dashboard is used to identify intervention points and resources needed to improve apprentice outcomes through the ASES initiative.
 - Curriculum Validations were conducted to remove gaps in technical training and ensure training is relevant to industry in Saskatchewan.
 - In 2024, a Gasfitter Certification Survey was undertaken to obtain apprentice feedback on the opportunities and challenges of pursuing gasfitter certification in the province. The results of the survey will be used to explore future supports and training alternatives for apprentices pursuing gasfitter training and certification.
 - In 2023-24, 218 apprentices accessed Learning Strategist services, and 44 successfully completed their Red Seal certification. The SATCC continues to expand the program and is looking to increase capacity to serve more apprentices.

Strategy:

2.2 Improve innovation and quality of service to best support client self service

Key Actions:

- Developed and implemented a Business Process Renewal Strategy and continuous improvement of business processes.
 - The Government of Saskatchewan is implementing a government-wide, cloud-based, integrated financial, human resource and procurement system. It is expected to go live in spring 2025. The SATCC continued to adjust the release of its 2024-25 annual technical training schedule to better serve apprentices and employers.
- Delivery of electronic examinations.
 - Red Seal certification examinations scheduled for the Regina examination centre transitioned to online exam delivery in February 2024. Saskatchewan is the first jurisdiction in Canada to offer Red Seal examinations electronically.
 - Work was undertaken on electronic exam delivery in four SATCC locations (Regina, Saskatoon, Prince Albert and North Battleford) for the purpose of administering special sit examinations. Equipment was installed to accommodate one permanent computer station per office for the special sit examinations.

Strategy:

2.3 Enhance tools to improve evidence-based decision-making process improvement

Key Actions:

- Developed and implemented a Business Systems Enhancements Strategy.
 - The SATCC’s Change Control Board implemented 64 enhancements to MyATC. Key enhancements included auto-generating workflow for year cards, apprentice progression, and class lists.
 - The SATCC continued work with SaskBuilds Information Technology Division on a pilot project to manage data stored in MyATC and external data used in reporting. The multi-year project will support improved analytical/decision making capability. The project is currently in the Business Case stage, when complete, it will be presented to the Innovation Table, then to Information Management Advisory Committee.
 - The SATCC initiated a process to provide more information to MyATC users about the current, or planned, client-facing enhancements done to MyATC. This information is contained in a document called “release-notes” on the MyATC portal and includes a short summary of the change, and when it was or will be implemented.

Performance Measure Results:

Measures	2022-23 Actual	2023-24 Target	2023-24 Actual	% of 2023-24 Target	2023-24 Result
Employer Satisfaction with Training*	N/A	90.0%	94.0%	104.4%	Achieved
Apprentice Satisfaction with On-the-Job Training*	N/A	90.0%	95.0%	105.6%	Exceeded
Trade Levels Harmonized	14	7	7	100.0%	Achieved
Industry Response Time	100.0%	95%	100.0%	105.3%	Exceeded
Ratio Compliance	95.2%	95%	95.3%	100.3%	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 2025-26 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. Employees who like their work are critical to delivering high-quality services to apprenticeship clients. An annual employee satisfaction survey has continuously demonstrated high levels of employee satisfaction in the workplace. Surveys conducted every two years with apprentices and employers also indicate high levels of client satisfaction with SATCC customer service.

Strategy:

3.1 Enhance the organization's service culture

Key Actions:

- Created organizational capacity by appointing executive champions to identify culture change opportunities through various lenses (privacy, safety, employee engagement, client service, union/management relations).
 - There was zero lost time to injuries reported by the Union Management Committee. The Committee updated information for the Employee Development (ED) program, which allows reimbursement for eligible programs and equipment for employee health and wellness. The changes to the ED program were communicated to staff in January.
 - Two Apprenticeship Services Consultants (ASC) received safety construction orientation training through the Saskatchewan Construction Safety Association. The training is required for conducting job site inspections, and ASCs are required to complete the training every five years.
 - According to the 2023 SATCC Employee Engagement Survey, 89 per cent of employees agreed with the statement: "I find my work fulfilling and look forward to coming to work each day." This exceeds last year's response by 10 per cent and is 19 per cent higher than the target set for this measure in the Commission Board's 2023-24 Balanced Scorecard.
 - The SATCC Privacy Officer delivered an access and privacy presentation at the all-staff meeting in October. Privacy information was delivered to staff by email, in stand-up meetings and in the monthly staff newsletters throughout the year.
- Continued to enhance the 'tool kit' available to staff by adding services or programming to support client success.
 - Staff implementing the Apprentice Success Enhancement Strategy were provided with various training initiatives to support their work with apprentices who require support services. Work began in 2023-24 on the acquisition of a Learning Management System and will continue into 2024-25.
 - A Business Systems Enhancement Plan was developed for the organization and approved in February 2024. The strategy integrates the existing

organizational business systems and is designed to incorporate a list of long-term organizational objectives into a framework that aligns with organizational needs and the SATCC strategic plan and business plans.

- The SATCC continued improvements to its call logging system established in 2023.

Strategy:

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

Key Actions:

- Implemented a Human Resources Plan (which includes plans for recruitment, retention, succession and employee recognition).
- Provided all new staff with customer service training (excluding terms of 6 months or less).
 - All new employees completed the “Service Best” training program through the Saskatchewan Tourism Education Council. 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.
- Explored and implemented tools to increase staff efficiencies across multiple units of the SATCC.
 - The SATCC moved its operational policies and procedures manual to a new cloud-based platform called MyPolicies. The new platform is more user-friendly than the old operations manual and allows for easier, creation, approval, access and monitoring of policies.
- Developed a professional development/training plan that is position-specific for all SATCC.
 - Employee development goals were included in staff workplan development and supported by the Wellness and Development program.

Strategy:

3.3 Facilitate a culture of inclusion and appreciation

Key Actions:

- Ensured staff members understand their impact on the organization’s success.
 - Inclusion and appreciation are themes/sub themes of the All-Staff Day. The All-Staff Day meeting held in October included presentations from staff in various units on the work they do to support clients as well as presentation of Long Service Awards. Staff received presentations on fostering inclusion in the workplace from an Indigenous speaker and a representative from the Office to Advance Women Apprentices Prairie Office.
 - The 2023 Apprentice and Employer Satisfaction surveys conducted in the fall indicate that apprentices and employers are highly satisfied with the service they receive from the SATCC staff.
- Pursued opportunities to celebrate organizational success and acknowledge staff accomplishments.
 - For the sixth year in a row, the SATCC was recognized as one of Saskatchewan’s Top Employers by Mediacorp Canada Inc.

- Supported employee engagement and social committee activities.
- Required staff to complete training that supports respectful and inclusive workplace culture.
 - All SATCC staff completed intercultural competency training in 2023-24. This was achieved through presentations delivered at the 2023 All-Staff Meeting and other activities undertaken voluntarily by staff throughout the year. Voluntary activities included book clubs, podcasts, webinars, and in-person events (sweat lodge ceremony). These activities formed part of the staff workplans and were documented in the plans staff completed in 2023-24.
 - SATCC staff completed an online course, Introduction to Understanding Systemic Racism (BuildForce Canada) on how systemic racism can inadvertently influence decision-making, interactions, and overall workplace culture, leading to unintended inequalities and barriers.
 - A Cultural Ceremonial Smudging Policy was approved in February. The policy is designed to create a welcoming, culturally inclusive environment where staff members feel supported to smudge in their workplace and workspaces.

Performance Measure Results:

Measures	2022-23 Actual	2023-24 Target	2023-24 Actual	% of 2023-24 Target	2023-24 Result
Employee Training and Development Spend	1.41%	1.30%	1.23%	94.6%	Progressed
Sick Leave	7.87 days	5.5 days	7.30 days	67.3%	Not Met
Employer Satisfaction with SATCC Services	N/A	90%	88.0%	97.8%	Progressed
Apprentice Satisfaction with SATCC Services	N/A	90%	84.0%	93.3%	Progressed
Employee Engagement	79.0	80%	89.0%	111.3%	Exceeded

Exceeded = 105% or greater than target; **Achieved** = 100% to 104% of target; **Progressed** = 90% to 99% of target; **Not Met** = Less than 90% of target.

Progress 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:

- Developed 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 Annual Business Plan and Budget was approved by the SATCC Commission board. The SATCC maximized funding for technical training by filling 4,304 of the budgeted 4,450 seats in 2023-24.
 - In 2023-24, the SATCC completed a three-year training forecast that was used to develop the 2024-25 training schedule.

Strategy:

4.2 Sustainable Own-Source Revenue

Key Actions:

- Pursued own-source revenue.
 - The Tuition and Administrative Fee board policy was updated.

Key Actions:

- Pursued federal funding where applicable.
 - The SATCC received \$875K from the Government of Canada to implement the Women in Skilled Trades Initiative in 2024 through 2026. The money is being used to increase interest in the skilled trades, mentor and coach women apprentices, and minimize financial barriers for new women apprentices to address diversity and inclusion measures in Saskatchewan's apprenticeship system.

Strategy:

4.3 Maximize Efficiency and Risk Reduction

Key Actions:

- Developed and implemented the annual Enterprise Risk Management (ERM) Plan.
 - The 2023-24 ERM Plan was approved by the Commission Board. The Plan was reported to the Board on a quarterly basis throughout 2023-24.
 - All planned projects were completed successfully during the 2023-24 year. Projects completed include audits of cyber security (attack and penetration), training provider monitoring and oversight, and client service effectiveness of the MyATC application.
- Work with the Internal Auditor to develop and implement annual Internal Audit plan.
 - Management worked with the Internal Auditor to complete the eight audit projects on the 2023-24 Internal Audit plan. Implementation of the recommendations by the Internal Auditor will be completed in 2024-25.
- Completed a Records Management Framework Review.
 - The Records Management Framework Review was completed and approved by Senior Management. This review provided updated organization policies, procedures and templates for work continuing in 2024-25.
- Minimized increases in administrative costs.
 - The SATCC exceeded its target for its Administrative Cost Change measure. The 2023-24 target was to reduce administrative expenses 2.3 per cent. The SATCC reduced administrative expenses by 6.3 per cent, which is 125 per cent reduction greater than the target.
- Maximized utilization of training seats.
 - In 2023-24, the Technical Training Fill Ratio was 95.1 per cent, achieving the target of 95 per cent set for the year.
- Managed annual increases in technical training costs with training providers through the Training Protocol Agreements (TPAs).
 - The SATCC renewed its TPA with Saskatchewan Polytechnic for 2023-28.
 - The SATCC developed a new TPA with Ironworkers Local Union 771 (IJTC). The IJTC will begin delivering Ironworker training for the SATCC in 2024-25.
 - The SATCC negotiated seven data sharing agreements (DSA) with Saskatchewan Polytechnic, colleges and Dumont Technical Institute (DTI) on pre-employment students.
 - The training providers offer pre-employment training to people that do not have jobs but are seeking employment in the skilled trades.
 - Under the DSAs, the training providers will begin sharing data on students who have consented to release their data to the SATCC.
 - The Commission will use the information to promote the benefits of the apprenticeship system of training to pre-employment students.
 - Saskatchewan Polytechnic shared 2023-24 data with the SATCC. The remainder of the institutions are expected to begin sharing data in 2024-25.

Performance Measure Results:

Measures	2022-23 Actual	2023-24 Target	2023-24 Actual	% of 2023-24 Target	2023-24 Result
Share of Registered Apprentices in Technical Training	66.7%	70.0%	63.8%	91.1%	Progressed
Technical Training Fill Ratio	95.6%	95.0%	95.1%	100.1%	Achieved
Administrative Cost Change	(5.2%)	(2.8%)	(6.3%)	225.0%	Exceeded
Share of Non-Government Revenue (%)	16.9%	18.0%	18.2%	101.1%	Achieved
Revenue-Expense-Ratio	49.0%	50.0%	56.8%	113.6%	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.

Financial Summary

The SATCC budgeted a deficit of \$2.083M in 2023-24 based on revenues of \$26.264M and expenses of \$28.347M. In its budget, the Commission received \$22.939M from the Ministry of Immigration and Career Training (ICT), which includes \$22.539M for its operational grant and \$400K for the Indigenous Apprenticeships Initiative (IAI) program.

The SATCC posted a deficit of \$347K for the fiscal year ending June 30, 2024. The improvement in the SATCC's financial situation is due to two factors:

1. Revenue increased to \$28.091M, with the \$1.826M increase primarily resulting from a \$1.375M additional funding from ICT within the same fiscal year. This increase in funding is aimed at accommodating the growing number of technical training seats expected to meet the industry demand for apprenticeships in 2024-25. Additionally, there was a \$345K increase in revenue in 2023-24, attributed to an uptick in own-source revenue, alongside \$106K received from the Government of Canada and other jurisdictions;
and
2. The expenses amounted to \$28.438M, an increase of \$90K. The increase is attributed to the accrual of retroactive pay following the ratification of the Collective Bargaining Agreement between the Government of Saskatchewan and the Saskatchewan Government Employees Union .

The SATCC generated \$4.568M in tuition and administrative fee revenue in 2023-24 compared to the budgeted value of \$4.323M. The SATCC generated \$3.330M in tuition revenue from the 4,304 training seats it purchased while also raising \$1.238M in administrative fee revenue in 2023-24. The Commission also received \$339K in interest revenue due to higher interest rates.

At \$19.008M, the SATCC's expense on technical training in 2023-24 was slightly higher by \$47K than \$18.960M budgeted. The increase is mainly due to unbudgeted expenditures on the IAI program. Salaries and Personnel expenses were \$6.233M, which was above budget by \$136K due to an approximate \$360K retroactive pay accrual. The remaining approximate \$3.197M in operational expenses are allocated across the remaining dozen expense types with the majority in Other Contractual Services (\$1.223M), Space Rental (\$669K) as well as Advertising, Promotion and Printing (\$490K). These expenses were approximately \$92K under the budget of \$3.289M.

The SATCC's accumulated surplus is \$4.501M as of June 30, 2024. Non-Financial Assets are \$1.013M with most of it being tangible capital assets (\$927K). Approximately \$251K is restricted for the IAI program. The Commission Board's F2 Minimum Policy restricts one-twelfth of operating expenses, excluding technical training costs and amortization, estimated at \$762K in 2023-24. The remaining \$2.471M are Undesignated Financial Assets.

The 2023-24 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, 2024, and the statement of operations, statement of change in net financial assets, and statement of 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, 2024, and the results of its operations, change in its net financial assets, and its cash flows for the year 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 2023-24*, 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 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, 2024

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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, 2024

	<u>2024</u>	<u>2023</u>
Financial Assets		
Due from GRF (Note 3)	\$ 7,990,606	\$ 6,670,740
Accounts Receivable (Note 6)	73,521	275,529
	8,064,127	6,946,269
Liabilities		
Accounts Payable and Accrued Liabilities	1,057,028	345,129
Accrued Leave Liabilities	325,063	362,693
Deferred Revenue (Note 7)	2,511,595	2,045,365
Deferred Contributions (Note 8)	683,124	486,475
	4,576,810	3,239,662
Net Financial Assets (Note 10)	3,487,317	3,706,607
Non-Financial Assets		
Tangible Capital Assets (Schedule 1)	927,480	1,044,709
Inventory of Promotional Supplies	2,667	7,947
Prepaid Expenses	83,781	89,607
Total Non-Financial Assets	1,013,928	1,142,263
Accumulated Surplus (Statement 2)	\$ 4,501,245	\$ 4,848,870

(See accompanying notes to the financial statements)

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

Saskatchewan Apprenticeship and Trade Certification Commission
Statement of Operations
For the Year Ended June 30, 2024

	2024 Budget (Note 12)	2024 Actual	2023 Actual
Revenue			
Grants – General Revenue Fund	\$ 21,564,000	\$ 22,939,000	\$ 21,090,600
Grants – Gov’t of Canada and Other Jurisdictions	-	106,293	-
Client Fees	4,323,262	4,568,035	3,912,120
SYA Contributions ¹	72,188	59,000	56,000
Products and Services	56,906	79,577	62,293
Interest	248,078	338,897	232,267
Total Revenue	26,264,434	28,090,802	25,353,280
Expense			
Salaries and Personnel	6,097,127	6,232,982	5,813,773
Program Contractual Services	18,960,655	19,008,006	16,754,760
Other Contractual Services	1,238,202	1,223,890	1,166,242
Board Expenses (Note 11)	108,530	127,204	120,537
Travel	226,236	238,964	245,097
Telephone	84,448	77,542	87,275
Advertising, Promotion and Printing	562,846	490,467	439,382
Space Rental	728,960	669,365	694,158
Equipment Rental	29,846	11,977	25,031
Office Supplies	28,353	46,743	56,405
Postage, Courier and Freight	45,865	39,183	47,374
Other	96,075	125,565	114,976
Amortization	140,361	146,539	161,675
Total Expenses	28,347,504	28,438,427	25,726,685
Annual (Deficit) Surplus	(2,083,070)	(347,625)	(373,405)
Accumulated Surplus, Beginning of Year	4,848,870	4,848,870	5,222,275
Accumulated Surplus, End of Year (to Statement 1)	\$ 2,765,800	\$ 4,501,245	\$ 4,848,870

(See accompanying notes to the financial statements)

¹ SYA – Saskatchewan Youth Apprenticeship

Saskatchewan Apprenticeship and Trade Certification Commission
Statement of Change in Net Financial Assets
For the Year Ended June 30, 2024

	2024 Budget (Note 12)	2024 Actual	2023 Actual
Annual (Deficit) Surplus	\$ (2,083,070)	\$ (347,625)	\$ (373,405)
Acquisition of Tangible Capital Assets	-	(29,310)	(74,404)
Amortization of Tangible Capital Assets	140,361	146,539	161,675
	140,361	117,229	87,271
Consumption (Acquisition) of Prepaid Expenses	(8,942)	5,826	(8,166)
(Acquisition) Consumption of Inventory	(2,166)	5,280	887
	(11,108)	11,106	(7,279)
(Decrease) Increase in Net Financial Assets	(1,953,817)	(219,290)	(293,413)
Net Financial Assets, Beginning of Year	3,706,607	3,706,607	4,000,020
Net Financial Assets, End of Year	\$ 1,752,790	\$ 3,487,317	\$ 3,706,607

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Statement of Cash Flow
For the Year Ended June 30, 2024

	2024	2023
Operating Activities:		
Cash Receipts from General Revenue Fund	\$ 22,939,000	\$ 21,090,600
Cash Receipts from Gov't of Canada and Other Jurisdictions	106,293	-
Cash Receipts from Clients	4,568,035	3,912,120
SYA Contributions Received	59,000	56,000
Receipts from Sales of Products and Services	79,577	62,293
Interest Received	338,897	232,267
Cash Paid to Employees	(6,232,982)	(5,813,773)
Cash Paid to Provide Program Services	(19,008,006)	(16,754,760)
Cash Paid to Suppliers	(1,500,638)	(2,914,473)
Cash Provided by Operating Activities	1,349,176	(129,726)
Capital Activities:		
Acquisition of Tangible Capital Assets	(29,310)	(74,404)
Cash Used in Capital Activities	(29,310)	(74,404)
(Decrease) Increase in Cash	1,319,866	(204,130)
Due from GRF, Beginning of Year	6,670,740	6,874,870
Due from GRF, End of Year	\$ 7,990,606	\$ 6,670,740

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2024

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.

**Saskatchewan Apprenticeship and Trade Certification Commission
 Notes to the Financial Statements
 For the Year Ended June 30, 2024**

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets.

d) Inventories

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

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) New Standards

PS 3400 Revenue. This Section establishes standards on how to account for and report on certain revenue and become effective after April 1, 2023.

The revenue accounting changes have been determined to have no impact on SATCC's accounting of revenue.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2024

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, 2023 to June 30, 2024 was 4.99 per cent (2023 – 3.79 per cent).

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.

	<u>2024</u>	<u>2023</u>
Expenses		
Ministry of SaskBuilds and Procurement ²	580,754	593,243
Suncrest College	95,447	291,509
SaskEnergy	13,131	17,732
SaskTel	77,269	84,675
SaskPower	30,298	29,054
Saskatchewan Polytechnic	15,719,951	13,589,346
Southeast College	900,032	791,613
Tourism Saskatchewan	24,309	23,125
Western Trade Training Institute	195,912	184,975
Other Related Party Transactions	6,223	7,903
	<u>\$ 17,643,326</u>	<u>\$ 15,613,175</u>
Accounts Payable	<u>\$ 290,530</u>	<u>\$ 9,379</u>
Accounts Receivable	<u>\$ 67,846</u>	<u>\$ 238,486³</u>

² 2023-24 Rental Amount for Estevan, La Ronge, Lloydminster, Moose Jaw, North Battleford, Yorkton and Swift Current of \$27,494.05

³ The prior year reported accounts receivable from related parties should be \$238,486 instead of \$67,026. The discrepancy is due to the omission of \$171K receivable from Southeast College in the prior year's note.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2024

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>2024</u>	<u>2023</u>
Interest	\$ 67,846	\$ 67,026
Client Fees	6,515	2,180
Other	6,576	215,079
Valuation Allowance	<u>(7,416)</u>	<u>(8,756)</u>
Total Accounts Receivable	\$ <u>73,521</u>	\$ <u>275,529</u>

7. Deferred Revenue

Deferred Revenue of \$2,511,595 (2023 - \$2,045,365) is comprised of tuition and examination fees received from apprentices for training which will occur after June 30, 2024. The amount is significantly higher than the previous year due to on-line registration in MyATC. As a result, the Commission received a higher number of registrations from apprentices for technical training classes for fall 2024 and, therefore, collecting tuition in advance, in 2023-24, for the 2024-25 Training Schedule.

8. Deferred Contributions

Deferred Contributions represent unexpended funds that are designated for specific uses by external restrictions. These funds support the Saskatchewan Youth Apprenticeship (SYA) Industry Scholarships Program, the Women in Skilled Trades Initiative (WISTI) Program, and the Virtual Learning Strategy (VLS) Program.

The SYA Industry Scholarship Program, initiated in 2009, aims to encourage high school graduates to pursue careers in skilled trades. This program is committed to awarding scholarships until it fulfills all funding obligations from sponsors, projected to continue through 2030.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2024

The Women in Skilled Trades Initiative Program is a new initiative designed to encourage women’s participation in the skilled trades. Its primary objective is to support women in obtaining journeyperson certification and will operate from January 2024 through June 2026.

Meanwhile, the Virtual Learning Strategy Program, established in 2012, is dedicated to support apprentices who encounter barriers to their success, including those with identified learning disabilities.

SYA Industry Scholarship Program	\$455,578
Women in Skilled Trades Initiative Program	\$ 94,697
Virtual Learning Strategy Program	\$132,849

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, 2025), and 141-15th Street East, Prince Albert (expires July 31, 2028). All 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:

2024-25	\$ 566,361
2025-26	\$ 464,214
2026-27	\$ 457,441
2027-28	\$ 67,927
2028-29	\$ 2,026

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

b) Outstanding Legal Claims

As of June 30, 2024, the Commission has no outstanding legal claims before the Saskatchewan Court of King’s Bench.

c) Contractual Obligations

As a result of MyATC, the Commission entered into an agreement with Accenture Inc. (Formerly 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).

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Financial Statements
For the Year Ended June 30, 2024

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>2024</u>	<u>2023</u>
Financial Assets Designated for the Indigenous Apprenticeship Initiatives Program	\$ 251,531	\$ 612,905
Financial Assets Designated for the Tiny Home Program	-	54,650
Financial Assets Designated for Board of Directors' First Nations and Metis Scholarship Trust Program*	2,009	2,709
Financial Assets Designated for Minimum Surplus ⁴	762,379	675,717
Undesignated Financial Assets	<u>2,471,398</u>	<u>2,360,626</u>
Total Net Financial Assets	\$ <u>3,487,317</u>	\$ <u>3,706,607</u>

⁴The 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, 2024

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>2024</u>		<u>2023</u>
Honorarium	\$ 40,562	\$	39,631
Specialized Consulting	21,921		22,960
Other Travel	16,505		21,568
Members Board/Commission Travel	47,070		35,515
EI Expense on Honorariums	1,146		863
Total Board Expenses	\$ 127,204	\$	120,537

12. Budget

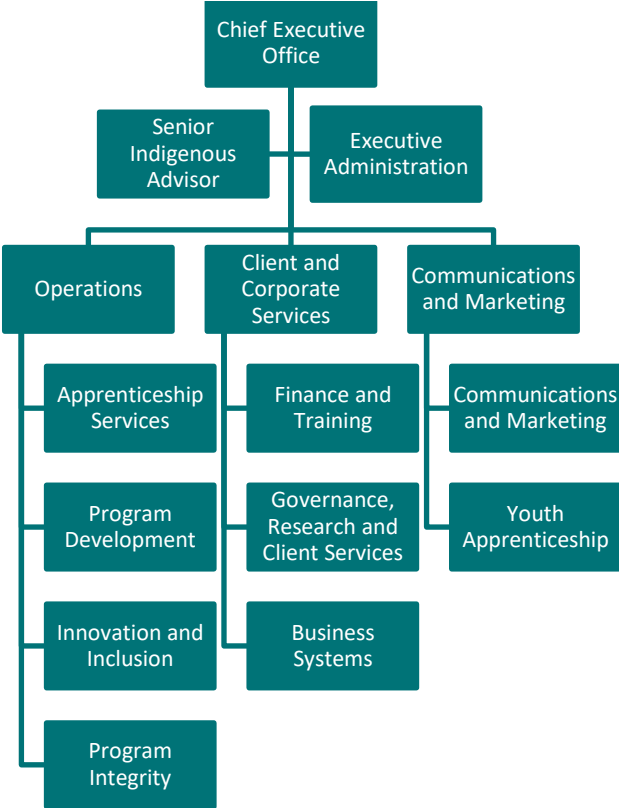
The operating budget was approved by the SATCC Board on June 21, 2023 as part of the 2023-24 Business Plan.

Schedule 1

**Saskatchewan Apprenticeship and Trade Certification Commission
Tangible Capital Assets
As at June 30, 2024**

	2024						2023	
	<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, 2023	\$ 1,023,242	\$ 390,348	\$ 86,022	\$ 123,900	\$ 89,484	\$ 1,469,000	\$ 3,181,996	\$ 3,107,592
Additions during the year	-	29,310	-	-	-	-	29,310	74,713
Disposals during the year	-	-	-	-	-	-	-	-
Adjustments	-	-	-	-	-	-	-	(309)
Balance at June 30, 2024	1,023,242	419,658	86,022	123,900	89,484	1,469,000	3,211,306	3,181,996
Opening accumulated amortization	1,004,042	349,779	86,022	123,900	76,924	496,620	2,137,287	1,975,612
Annual amortization cost	4,800	16,004	-	-	4,187	121,548	146,539	149,707
Amortization related to disposals	-	-	-	-	-	-	-	-
Adjustments	-	-	-	-	-	-	-	11,968
Closing accumulated amortization	1,008,842	365,783	86,022	123,900	81,111	618,168	2,283,826	2,137,287
Net book value of tangible capital assets	\$ 14,400	\$ 53,875	\$ -	\$ -	\$ 8,373	\$ 850,832	\$ 927,480	\$ 1,044,709

Appendix A: Organization Chart



Appendix B: Key Operational Factors

Key Operational Factors and Activities	July 1, 2023 to June 30, 2024	July 1, 2022 to June 30, 2023
Registered apprentices	6,749	6,103
Newly registered apprentices	2,331	2,299
Youth apprentices	3,045	2,639
Purchase of technical training seats	4,304	4,072
Technical training attendance*	4,024	3,818
Training allowance claims processed	1,573	1,380
Employer consultations **	5,344	5,111
Work experience assessments administered	12,523	9,307
Psycho-educational assessments administered	54	42
Written examinations administered	1,754	1,713
Practical examinations administered	255	243
Journey person certificates issued	983	1,049
Industry board/committee meetings held	167	143
Revenue generation (total non-grant revenue)	5,151,802	4,281,074

* 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.

** 2023-24 includes Jobsite inspections, Industry and Training Provider visits

Saskatchewan Apprentices: Registrations, Completions and Cancellations Five Year Overview 2019-20 to 2023-24					
Year	Newly Registered Apprentices	Journey person Certificates Issued (includes both apprentices and trade qualifiers)	Completions	Cancellations	Total Registered Apprentices
2023-24	2,331	983	841	844	6,749
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

Certificates issued from July 1, 2023, to June 30, 2024:

- Journey person* - 983
- Proficiency* - 18
- Completion of Apprenticeship* - 841
- Learners* - 171
- Apprentice Year Cards (issued to each apprentice at the completion of a level of training) - 5,888

*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
2019-20 to 2023-24**

Year	Total Females	Females in Trades where Women are Underrepresented	Indigenous People	Visible Minority	People with Disabilities
2023-24	667	461	1,152	528	734
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

**Saskatchewan Youth Apprenticeship Program Five-Year Overview
2019-20 to 2023-24**

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
2023-24	381	3,045	377	227	455
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

**Indigenous Apprenticeship Participation
2019-20 to 2023-24**

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
2023-24	1,152	676	476	102	46	56
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

* Includes Inuit and who identified with more than one group.

Indigenous individuals made up 17.1% of all registered apprentices in 2023-24.

Indigenous individuals were issued 10.4% of all journeyperson certificates in 2023-24.

Appendix C: Registrations, Completions and Cancellations by Designated Trades 2023-24

Trade	Total Apprentices June 30, 2023	Indentures	Cancellations	Paused	Completions	Total as of end June 30, 2024
Agricultural Equipment Technician	289	103	4	25	46	317
Aircraft Maintenance Engineer Technician*	0	0	0	0	0	0
Auto Body and Collision Technician	129	38	2	15	13	137
- Automotive Refinishing Technician	3	0	0	1	0	2
Automotive Service Technician	389	134	6	25	79	413
Boilermaker	23	10	0	2	3	28
Bricklayer	16	11	0	1	2	24
Cabinetmaker	3	1	0	1	0	3
Carpenter	587	200	0	100	70	617
- Framer	0	1	1	0	0	0
- Scaffolder	85	43	1	20	10	97
Construction Craft Labourer	12	7	0	1	1	17
Construction Electrician	1115	388	0	155	121	1227
Cook	46	5	0	18	3	30
Electronics Assembler	0	4	4	0	0	0
Esthetician - Nail Technician	0	1	0	1	0	0
Esthetician - Skin Care Technician	2	0	0	0	1	1
Food and Beverage Person	0	3	0	0	2	1
Glazier	2	3	0	1	0	4
Guest Services Representative	6	5	0	3	2	6
Hairstylist	264	108	0	74	79	219
Heavy Duty Equipment Technician	346	153	2	36	65	396
Industrial Mechanic (Millwright)	415	149	9	42	62	451
Instrumentation and Control Technician	100	47	1	8	24	114
Insulator (Heat and Frost)	16	5	0	3	3	15
Ironworker (Reinforcing)	0	0	0	0	0	0
Ironworker (Structural/Ornamental)	34	27	2	4	3	52

Trade	Total Apprentices June 30, 2023	Indentures	Cancellations	Paused	Completions	Total as of end June 30, 2024
Landscape Horticulturist	1	2	0	0	0	3
Lather (Interior Systems Mechanic)	1	0	0	0	0	1
Locksmith	1	1	0	0	0	2
Machinist	88	30	1	12	12	93
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)	42	17	1	6	10	42
Mobile Crane Operator	56	23	1	10	10	58
- Boom Truck Operator 'A'	22	14	0	5	4	27
- Boom Truck Operator 'B'	1	0	0	0	0	1
Painter And Decorator	2	4	1	2	0	3
Parts Technician	82	45	2	7	13	105
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	245	2	74	60	739
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	246	70	4	7	27	278
Recreation Vehicle Service Technician	0	1	0	0	0	1
Refrigeration and Air Conditioning Mechanic	150	33	5	13	19	146
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	29	17	0	7	1	38
Sheet Metal Worker	133	46	2	19	15	143
Sprinkler Fitter	27	23	1	5	3	41

Trade	Total Apprentices June 30, 2023	Indentures	Cancellations	Paused	Completions	Total as of end June 30, 2024
Steamfitter-Pipefitter	103	39	0	10	9	123
- Petroleum Installer Technician	1	2	0	1	0	2
Tilesetter	0	0	0	0	0	0
Tower Crane Operator	1	1	0	0	1	1
Truck and Transport Mechanic	221	103	4	20	16	284
Water Well Driller	0	0	0	0	0	0
Welder	384	169	0	54	52	447
- Semiautomatic Welding Production Operator	0	0	0	0	0	0
TOTAL	6,103	2,331	56	788	841	6,749
	* 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 2023-24

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Agricultural Equipment Technician	211	59	34	58	60
Aircraft Maintenance Engineer Technician ¹	0	0	0	0	0
Auto Body and Collision Technician	85	20	24	25	16
- Automotive Refinishing Technician ⁺	0	0	0	NA	NA
Automotive Service Technician	324	82	65	77	94
Boilermaker ⁺	0	0	0	0	NA
Bricklayer	16	7	0	9	NA
Cabinetmaker ⁺	0	0	0	0	0
Carpenter	438	115	94	115	90
- Framer	0	0	NA	NA	NA
- Scaffolder	56	21	12	12	10
Construction Craft Labourer	8	8	0	0	0
Construction Electrician	850	279	234	159	133
Cook	0	0	0	0	NA
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	215	40	35	68	72
Industrial Mechanic (Millwright)	305	70	58	87	84
Instrumentation and Control Technician	48	16	10	13	9
Insulator (Heat and Frost)	5	0	0	5	0
Ironworker (Reinforcing)	0	0	0	0	NA
Ironworker (Structural/Ornamental)	25	12	7	6	NA
Landscape Horticulturist ⁺	0	0	0	0	0
Lather (Interior Systems Mechanic)	0	0	0	0	0
Locksmith ⁺	0	0	0	0	0
Machinist	54	12	8	22	12
Meat Cutter ⁺	0	0	0	0	NA
Metal Fabricator (Fitter)	41	10	21	10	NA
Mobile Crane Operator (includes Tower Crane)	29	11	10	8	NA
- Boom Truck Operator A/B	15	9	6	NA	NA

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Painter & Decorator ⁺	0	0	0	0	NA
Parts Technician	57	21	18	18	NA
Pipeline Equipment Operator ²	0	0	0	NA	NA
Plumber	406	145	132	61	51
Powerline Technician	222	74	59	49	40
Recreation Vehicle Service Technician ⁺	0	0	0	0	NA
Refrigeration and Air Conditioning Mechanic	126	38	42	22	24
Roofer	18	6	12	0	NA
Sheet Metal Worker	73	23	23	12	12
Sprinkler Fitter	13	7	6	0	0
Steamfitter-Pipefitter	49	27	14	0	8
- Petroleum Installer Technician	0	0	0	0	NA
Tilesetter ⁺	0	0	0	0	0
Tower Crane Operator	0	0	0	NA	NA
Truck and Transport Mechanic	160	28	35	60	37
Water Well Driller ⁺	0	0	0	NA	NA
Welder	237	76	58	91	NA
- Semiautomatic Welding Production Operator	0	0	0	NA	NA
TOTAL	4,094	1,224	1,017	987	752
Out of Province	44	21	9	12	2
TOTAL apprentices trained (including OOP⁺ and Upgraders)	4,138				
TOTAL apprentices trained (including OOP, no Upgraders)	4,024				
TOTAL apprentices trained (including Upgraders, no OOP)	4,094	(SATCC-purchased training)			
TOTAL apprentices trained (no OOP, no Upgraders)	3,980				
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 2023-24

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Agricultural Equipment Technician	82	43	39
Aircraft Maintenance Engineer Technician*	0	0	0
Auto Body and Collision Technician	36	16	20
- Automotive Refinishing Technician	0	0	0
Automotive Service Technician	145	106	39
Boilermaker	7	3	4
Bricklayer	14	6	8
Cabinetmaker	1	1	0
Carpenter	128	74	54
- Framer	0	0	0
- Scaffolder	16	12	4
Construction Craft Labourer	6	3	3
Construction Electrician	262	119	143
Cook	54	11	43
Electronics Assembler	0	0	0
Esthetician - Nail Technician	1	0	1
Esthetician - Skin Care Technician	1	0	1
Food and Beverage Person	0	0	0
Gasfitter	0	0	0
Glazier	1	1	0
Guest Services Representative	0	0	0
Hairstylist	159	77	82
Heavy Duty Equipment Technician	113	86	27
Industrial Mechanic (Millwright)	123	86	37
Instrumentation and Control Technician	45	27	18
Insulator (Heat and Frost)	5	3	2
Ironworker (Reinforcing)	0	0	0
Ironworker (Structural/Ornamental)	9	4	5
Landscape Horticulturist	0	0	0
Lather (Interior Systems Mechanic)	0	0	0
Locksmith	0	0	0
Machinist	26	11	15
Meat Cutter	2	1	1
Endorsement: Processor	0	0	0
Endorsement: Slaughterer	0	0	0
Metal Fabricator (Fitter)	13	12	1
Mobile Crane Operator	11	10	1
- Boom Truck Operator 'A'	8	4	4
- Boom Truck Operator 'B'	3	0	3
Painter And Decorator	9	3	6
Parts Technician	46	35	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	110	59	51
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	56	38	18
Recreation Vehicle Service Technician	4	1	3
Refrigeration and Air Conditioning Mechanic	27	21	6
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	8	4	4
Sheet Metal Worker	24	13	11
Sprinkler Fitter	4	4	0
Steamfitter-Pipefitter	31	18	13
- Petroleum Installer Technician	0	0	0
Tilesetter	0	0	0
Tower Crane Operator	4	3	1
Truck and Transport Mechanic	40	21	19
Water Well Driller	0	0	0
Welder	146	72	74
- Semiautomatic Welding Production Operator	0	0	0
TOTAL	1,780	1,008	772
* 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
Tilesetter (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	2022-23 Actual	2023-24 Target	2023-24 Actual	% of 2023-24 Target	2023-24 Result
Apprentice Registrations	2,299	2,400	2,331	97.1%	Progressed
Total Apprentices	6,103	6,400	6,749	105.5%	Exceeded
Trade Qualifiers	1,436	1,450	1,261	87.0%	Not Met
Technical Training Seats	4,072	4,450	4,304	96.7%	Progressed
Alternate Technical Training Available	11.7%	10.0%	9.9%	98.5%	Progressed
Apprentice & Employer Consultations	5,111	5,000	5,344	106.9%	Exceeded
Trade Board Meetings	143	120	167	139.2%	Exceeded
New Trades, Sub-Trades and Occupations (NEW)*	TBD	2	0	0.0%	Not Met
Journeyman Certificates Issued	1,049	1,000	983	98.3%	Progressed
Red Seal Exam Pass Rate	68.0%	75.0%	69.4%	92.5%	Progressed
Real Completion Rate (RCR)	52.2%	60.0%	47.3%	78.8%	Not Met
Total Employers	2,048	2,100	2,126	101.2%	Achieved
Total Saskatchewan Youth Apprenticeship (SYA) Registrations	3,639	2,800	3,045	108.8%	Exceeded
Equity, Diversity and Inclusion (EDI) Partnerships (NEW)*	TBD	2	2	100.0%	Achieved
Indigenous Apprentices	17.4%	19.0%	17.1%	89.8%	Not Met
Female Apprentices	10.7%	11.0%	9.9%	89.8%	Not Met
Female Apprentices in Trades with Low Female Representation	6.6%	5.5%	7.1%	129.1%	Exceeded

Visible Minority Apprentices	6.7%	4.5%	7.8%	173.9%	Exceeded
Apprentices with Disabilities	9.5%	7.5%	10.9%	135.9%	Exceeded
Employer Satisfaction with Training**	N/A	90.0%	94.0%	104.4%	Achieved
Apprentice Satisfaction with On-the-Job Training**	N/A	90.0%	95.0%	105.6%	Exceeded
Trade Levels Harmonized	14	10	7	100.0%	Achieved
Industry Response Time	100.0%	95%	100.0%	105.3%	Exceeded
Ratio Compliance	95.2%	95%	95.3%	100.3%	Achieved
Employee Training and Development Spend	1.41%	1.30%	1.23%	94.6%	Progressed
Sick Leave	7.87 days	5.5 days	7.30 days	67.3%	Not Met
Employer Satisfaction with SATCC Services**	N/A	90%	88.0%	97.8%	Progressed
Apprentice Satisfaction with SATCC Services**	N/A	90%	84.0%	93.3%	Progressed
Employee Engagement	79.0	80%	89.0%	111.3%	Exceeded
Share of Registered Apprentices in Technical Training	66.7%	70.0%	63.8%	91.1%	Progressed
Technical Training Fill Ratio	95.6%	95.0%	95.1%	100.1%	Achieved
Administrative Cost Change	(5.2)%	(2.8)%	(6.3)%	225.0%	Exceeded
Share of Non-Government Revenue (%)	16.9%	18.0%	18.2%	101.1%	Achieved
Revenue-Expense-Ratio	49.0%	50.0%	56.8%	113.6%	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 journeyman, combined with technical training. Upon completion of the final level of training, apprentices are eligible to write the journeyman examination.

Certificate of Completion of Apprenticeship: A certificate issued to an apprentice who has completed the prescribed apprenticeship term for their designated trade; has successfully completed all levels of required technical training; and has met all requirements for the Journeyman Certificate of Qualification.

Compulsory Apprenticeship: An individual must be an apprentice or a journeyman to work in the trade. There are five compulsory apprenticeship trades in Saskatchewan: Construction Electrician, Plumber, Refrigeration and Air Conditioning Mechanic, Sheet Metal Worker and Sprinkler Fitter.

Designated Trade: An occupation designated under *The Apprenticeship and Trade Certification Act, 2019*. Designation of a trade means that legislated rules apply; standards, technical training and certification examinations are established.

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

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

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

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

Journeyman Certificate of Qualification (JC): A certificate issued to a person pursuant to Section 29 of *The Apprenticeship and Trade Certification Commission Regulations, 2020*.

Learner's Certificate: A certificate in a designated trade issued to an applicant who has met the eligibility requirements set by the SATCC and trade regulations.

MyATC: A new online, self-service system that provides faster and more efficient service for apprentices, trade qualifiers, 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, 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

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

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, 1328 La Ronge Avenue

La Ronge, SK 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

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