



Saskatchewan Apprenticeship

Apprenticeship Trades

Industrial Instrument Mechanic
Industrial Mechanic
Insulator
Ironworker Reinforcing Rebar
Ironworker Structural

Locksmith

Machinist
Meat Cutter
Motor Vehicle Body Repairer
• Motor Vehicle Body Refinisher

Painter and Decorator
Partsperson
Pipeline Equipment Operator
Plasterer
Plumber
Pork Production Technician
Power Lineperson

Refrigeration Mechanic
Rig Technician
Roofer

Sheet Metal Worker
Sprinkler Systems Installer
Steamfitter-Pipefitter
• Petroleum Installer Technician
Steel Fabricator

Tilesetter
Truck and Transport Mechanic

Water Well Driller
Welder

• Semiautomatic Welding Production Operator

Apprenticeship & Trade Certification Commission

2140 Hamilton St
Regina SK S4P 2E3

Phone: (306) 787-2444
Fax: (306) 787-5105

Toll Free: 1-877-363-0536

District Offices

Estevan	(306) 637-4930
La Ronge	(306) 425-4385
Moose Jaw	(306) 694-3735
North Battleford	(306) 446-7409
Prince Albert	(306) 953-2632
Saskatoon	(306) 933-8476
Swift Current	(306) 778-8945
Yorkton	(306) 786-1394

Visit our web site:

www.sasknetwork.gov.sk.ca



Saskatchewan
Apprenticeship and
Trade Certification
Commission

Saskatchewan Apprenticeship Program

Journeyman as Trainer

Apprenticeship Trades

Agricultural Machinery Technician
Aircraft Maintenance Engineer Technician
Automotive Service Technician

Boilermaker
Bricklayer

Carpenter
• Framer
• Scaffolder
Concrete Finisher
Construction Craft Labourer
Cook
Crane and Hoist Operator
• Boom Truck Operator "A"
• Boom Truck Operator "B"
• Lattice Boom Crane Operator
• Hoist Operator
• Hydraulic Crane Operator
• Tower Crane Operator
Custom Harvester

Drywall and Acoustical Mechanic

Electrician
Electronics Assembler
Electronics Technician (Consumer Products)

Floorcovering Installer
Food and Beverage Person

Glassworker
Guest Services Representative

Hairstylist
Heavy-Duty Equipment Mechanic
Horticulture Technician

***Boldface print** indicates interprovincial examination is available or under development.

What is the role of the journeyman in the apprenticeship training program?

Apprenticeship training is a structured system of supervised training leading to certification in one of Saskatchewan's designated trades.

An apprentice spends approximately 85% of the time working on the job, learning the knowledge and skills associated with a trade from a certified journeyman. The remaining time is spent in theoretical and technical in-school training, which reinforces and expands upon what the apprentice learns on the job.

An apprentice receives a broad range of trade experience on the work site. As a journeyman, it is your responsibility to teach the apprentice to the best of your ability – to pass on your trade skills to the apprentice. You are responsible for providing the appropriate supervision and feedback. *The role of the journeyman, as trainer of the apprentice, is crucial.*

As a journeyman providing training, you play a key role in maintaining the integrity of your trade and of building the workforce of the future.

BEST PRACTICES FOR JOURNEYPERSONS

As a trainer, have you:

- ✓ *Understood what is expected of you as a trainer and participated with your employer and the apprentice in developing a training plan?*
- ✓ *Demonstrated mature attitudes toward safety?*
- ✓ *Followed logical procedures for teaching an apprentice?*
- ✓ *Reviewed the trade specific on-the-job training guide available at www.saskapprenticeship.ca in the designated trades folders?*
- ✓ *Recognized that apprentices are learners and co-workers?*
- ✓ *Provided constructive feedback to the apprentice on a regular basis, and taken the time to show the apprentice how he/she can do a better job?*
- ✓ *Participated in performance evaluations of the apprentice in a fair and meaningful way?*
- ✓ *Watched for teaching opportunities. Apprentices with well rounded work experience tend to score best on Journeyman certification examinations.*

Basic Principles of Instruction

- ◆ Don't assume the apprentice knows what to do: break the task down step-by-step; explain what is to be done, show how it is done and then let the apprentice do the task.
- ◆ Provide continuous feedback on how the apprentice is doing. If an apprentice has not done a job right, take the time to show him/her what was done wrong. When he/she has done a job right, take the time to recognize their success.
- ◆ Be patient. There is no such thing as a 'stupid question'. It is your job to explain until the apprentice understands. Each person learns in a different way. You may have to try several approaches to help the apprentice accomplish the task.
- ◆ Treat the apprentice fairly and with respect.
- ◆ Develop your coaching skills: participate in any 'train the trainer' courses or workplace coaching skills programs. Discuss your abilities as coach with your employer.
- ◆ Practicing skills is the best way to maximize learning.
- ◆ Remember how it was when you went through the apprenticeship program. You can do an even better mentorship job and set the example for how your apprentices will train the next generation.

The Six Steps of Skills Training:

1. Demonstrate the task at normal speed.
2. Repeat the steps slowly, explaining each step as you go.
3. Let the apprentice do the task slowly while you watch and guide.
4. Let the apprentice practice building speed and accuracy.
5. Watch a complete run through by the apprentice. Notice technique, speed and accuracy. Coach the apprentice to further improve performance.
6. Review what was learned and recognize the apprentice's progress.

Get Involved!

If you want to contribute to the apprenticeship and trade certification system in Saskatchewan, contact your local apprenticeship office and ask how you can get involved with the trade board for your trade. Your commitment to training is key to maintaining the integrity of the trade.