



Request for Proposals

2018/2019 Fiscal Years

Aboriginal Apprenticeship Initiative

Closing Date: May 25, 2018

Revised February, 2018

Table of Contents

Purpose of the Document.....	2
Background.....	2
Eligible Projects.....	2
Preparing your Application.....	3
Proposal Approval Process.....	5
Selection Criteria.....	5
Costs Eligible for Funding.....	6
Reporting and Delivery Requirements after Approval.....	6
Definitions	7
Aboriginal Apprenticeship Initiatives Cover sheet.....	8
Contact Information Sheet.....	9
Proposal Template.....	10
 <i>Appendix A</i>	
Apprenticeship Trades by Sector.....	18
 <i>Appendix B</i>	
Sample Letter of Support.....	19
 <i>Appendix C</i>	
Special Initiatives Tracking Sheet.....	20
 <i>Appendix D</i>	
Reimbursable and Non Reimbursable Expenses.	21

Purpose:

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) is soliciting proposals for projects that will increase the number of Aboriginal participants entering apprenticeship training, eventually leading towards journey person certification. Further, the program supports projects which introduce aboriginal people to the designated trades and promote apprenticeship training and trade certification as a career options.

Background:

The Apprenticeship and Trade Certification Commission (SATCC) is an industry-led agency with a legislated mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of SATCC is to:

- work with industry to establish and maintain training program standards
- register, track training progress and issue credentials to apprentices
- promote trade careers and work to build the supply of workers for Saskatchewan employers
- fund training programs in post secondary institutions

In 2002, the SATCC secured funding to enhance the participation and success in the skilled trades and apprenticeship training in Aboriginal communities across the province.

The Aboriginal Apprenticeship Initiative program is managed by the Saskatchewan Apprenticeship and Trade Certification Commission.

Eligible Projects:

All proposals must contribute to increasing aboriginal people's awareness of, and participation in, designated trades.

Project Type Include:

- New initiatives not previously undertaken
- "Introduction to Trades" courses
- A level of apprenticeship training
- Cost share - Upgrader training for tradespeople with full trade time
- Job coaching for currently indentured apprentices
- Non-trade specific preparation courses for apprentices prior to apprenticeship training
- Projects resulting in a social benefit to the community
- Please note: - "Certificate" and "Applied Certificate," and wage subsidy programs are **NOT** eligible for funding under this program

Preparing your Application:

- In order to be considered by the SATCC for selection, applicants must submit a completed proposal, ***filling out all the information (pages 8-17) in detail***. Incomplete proposals will be returned without further consideration. If additional space is required please attach documents as needed.
- Trade projects must be in one of the designed trades in Saskatchewan (see Appendix A).
- Applicants with more than one submission should prioritize. The top priority project of each applicant will be considered first.
- Higher priority will be given to proposals that have a direct link to employment and support Aboriginal apprentice's progress towards journey person certification. Jointly funded proposals will also be given priority.
- Projects that extend beyond one year will be considered. Multi-year projects, which are approved for the first year of funding and which continue to produce good results, will have a high priority for funding in subsequent years, if the SATCC receives the necessary resources.
- Proposals not listed as an eligible project (i.e. Levels 2, 3, 4) ***will be required*** to fill out the Special Initiatives Tracking Sheet in Appendix C.

Order of Application:

Applicants must complete all sections of the proposal and organize it in the following order:

1. Cover Page
2. Project Overview
3. Labour Market Information
4. Implementation Strategy
5. Project Partners
6. Budget

Applications must be mailed or e-mailed in MS Word or PDF format to:

Mail:

Aboriginal Apprenticeship Initiatives
Saskatchewan Apprenticeship and
Trade Certification Commission
2140 Hamilton Street
REGINA, SK S4P 2E3

E-mail:

desiree.morrison@gov.sk.ca

For further information contact:

SATCC Aboriginal Initiatives Coordinator
Toll Free 1-877-363-0536
Direct line (306) 787-2439

Proposal Approval Process:

- The proposal, along with supporting documents, will be reviewed for completeness by the Saskatchewan Apprenticeship and Trade Certification Commission. Applicants may be contacted if clarification or additional information is required.
- Once all proposals are submitted, the SATCC will meet with the Aboriginal Advisory Council. The role of the Aboriginal Advisory Council is to review and recommend projects to the Commission for funding.
- It is expected successful applicants will be notified prior to **July 30, 2018**.

Selection Criteria:

The Aboriginal Advisory Council will use the following criteria to rank the applications:

Project Overview - provide a clear statement of the purpose for developing the proposal; identify how your community/band came to realize the need to deliver training; how many people will benefit from this project, etc.

Labour Market Information - indicate the extent of industry's support and involvement including a list of employers willing to indenture apprentices. All training must lead to employment to ensure participants reach journey person status.

Implementation Strategy - description of the steps to implement the project, including strategies to ensure apprentices has the reading and math skills to complete the project. It is strongly recommended candidates have a minimum of grade 10 and prior exposure to the trades.

Project Partners - identify all partners, Aboriginal and non-Aboriginal, and the role each will play. Letters of support from individuals, groups, and organizations/associations that have a direct interest in your application and are willing to support your project should be provided.

Budget - provide a straightforward and comprehensive account of costs. Indicate direct costs, shared costs, in kind contributions and the total project costs. Amounts indicated should be rounded off to the nearest dollar.

Costs Eligible for Funding:

- The Aboriginal Apprenticeship Initiatives (AAI) funding may be applied to traditional training projects such as release time for instructors, facility, equipment rentals, course supplies, etc. The funding may also be applied for academic upgrading but these costs must be included in your total budget. If participants ***do not have the reading and math skill necessary*** to complete the apprenticeship program successfully after upgrading they will not be registered as apprentices.

Note: Proposals submitted for job coaching, mentoring or culturally relevant delivery may not require the same level of detail as a traditional training project. However, all information provided must support the application.

Reporting and Delivery Requirements after Approval:

- In order to be considered for the program, applicants are required to fill out and submit a student application form to the Aboriginal Initiative Consultant. Copies of application forms must be provided to the SATCC (***It should be noted that if approved training is apprenticeship training, all training participants must be employed in the trade and be registered as an apprentice through the Saskatchewan Apprenticeship and Trade Certification Commission***).
- The training deliverers will be required to submit weekly attendance records to the SATCC Aboriginal Apprenticeship Coordinator.
- Progress reports must also be submitted to the SATCC Aboriginal Apprenticeship Coordinator on or before the dates outlined in the contract. The reports shall accurately reflect the overall progression of each student as well as a summary of the successes and failures of the program. An outline will be provided in the contract.
- A **final budget** will also be requested from delivery agents upon completion of the project. Expenditures must be backed up with satisfactory documentation of costs (i.e. invoices, bills, etc).
- Approved projects will be asked to participate in an evaluation to help the SATCC determine how well the initiative is serving the learner. Results of evaluations will be used as a basis for identifying problem areas and making changes to improve effectiveness. Learners will also be asked to participate by filling out student evaluation forms, which will be distributed on the last day of class. Evaluation forms will be provided by the SATCC.

Definitions:

An ***apprentice*** is an individual who is working in a designated trade and has signed a contract of apprenticeship with his or her employer and is registered with the Apprenticeship and Trade Certification Commission. Apprentices are not students, but employees in a trade in which they are acquiring skills. When an apprentice achieves the standards of performance and completes the apprenticeship program, the Saskatchewan Apprenticeship and Trade Certification Commission awards a journeyman certificate to the apprentice.

Apprenticeship training is the formal system of training in which the employee learns the skills of a trade while being employed in the trade and building a career. The employee enters into an apprenticeship contract with the employer which is registered through the Commission. Apprentices spend approximately **80% of their time working on the job** and learning from a certified journeyman. This practical training is reinforced with periods of theoretical and technical training, usually at a technical institute. Apprenticeship training ranges from two to five years, depending on the trade. Industry is typically responsible for most of the costs. The registration fee is currently \$175.00, but is subject to change.

It should be noted that in most 4 year programs, 1800 hours of technical training and on-the-job experience are required each year before apprentices can proceed to the next level of training.

Work (Workplace) experience, also known as “experimental learning,” is 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.

Indenture is the act of signing an apprenticeship contract with an employer or joint training committee and the Director of Apprenticeship.

Journeyman is an individual who has worked at a trade for a prescribed number of years, passed all examinations, and has been issued a Journeyman Certification of Qualification from the Apprenticeship and Trades Certification Commission. To write the inter-provincial journeyman examination there is a fee of \$480.00; this fee is subject to change.

Aboriginal Apprenticeship Initiatives Cover Sheet

THIS PAGE MUST BE FILLED OUT AND INCLUDED WITH YOUR PROPOSAL

Project Information

1. **Project Title** (the title should be a briefly stated description of the proposed project)

2. **Name of Trade and Level being delivered** _____

3. **Training Location** _____

4. **Training Date(s)** _____ to _____

5. **Number of Training days** _____

6. **Number of Training hours per day** _____

7. **Name of Delivery Agency** _____

8. **Total Budget** _____

9. **Project Amount Requested from the SATCC** _____

Contact Information

Names of Contact Person(s) (the contact person should be the person who prepared the project proposal, or who can answer the questions regarding the project).

Address _____

Phone(Bus) _____ Cell _____

Fax _____ Email _____

PROVIDE THE NAME(S) & TITLE(S) OF THE PERSON(S) AUTHORIZED TO SIGN ON BEHALF OF THE PROJECT (PLEASE PRINT)

Name _____

Name _____

Title _____

Title _____

Phone _____

Phone _____

SIGNATURE

DATE

SIGNATURE

DATE

Proposal Template

The Saskatchewan Apprenticeship and Trade Certification Commission is calling for proposals to fund qualified delivery agents to provide apprenticeship and trades exposure training and similar in Aboriginal communities. The proposal **must be** submitted in sufficient detail as outlined below.

It is estimated the contract would commence approximately _____, **2018** and conclude approximately _____, **2018/19**.

Section One: Project Overview

Provide a brief statement of the rationale and general details including the objective, and expected outcomes.

Rationale (refers to reasons why you've chosen to offer technical training. State why the project is useful and how it will meet the needs of your community/band).

Project Description (Using paragraph form, outline what you hope to accomplish by doing this project. Include a brief description of what your project is about, how many people you hope it will benefit, etc).

Expected outcomes (Benefits of the program for students and the community).

Section Two: Labor Market Information

Provide an overview of potential employers in your area.

Specify the total number of employers in your community or in neighboring communities.

From the total number, state the **percentages** that are hiring apprentices in the trade you are applying for funding. Please provide **the employers names**.

Of those employers how many are willing to hire your students as apprentices. Please list the employer's names and attach signed agreements.

Note: Apprenticeship is 80% work based. All submissions require signed copies of agreements from employers willing to apprentice. Signed agreements must be included in this section. Sample provided in Appendix B.

2. Provide both a short and long term plan of how this training will lead participants to journeyperson status.

Describe the economic development activities going on in your community or in surrounding areas (short and long term).

<p>Short term:</p> <p>Long term:</p>

How many months or years will these projects ensure employment opportunities for the people participating in program you are requested funding for? Provide an outline of the work-based tasks they will perform.

<p>Length of project(s):</p> <p>Work-based tasks:</p>
--

How do you plan to assist the apprentices to achieve enough trade time hours to move from one level to the next (i.e. 1800 hours per year) and eventually progress towards journeyperson status (i.e. 7200 hours per year)?

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Please identify any training supports (i.e. job coach) available to your students that will help integrate them into and maintain employment.

If there is no economic development being undertaken in your community, what other possible solutions are available in finding apprentices work (i.e. transport student to surrounding communities for employment opportunities).

Section Three: Implementation Strategies

Provide an overview of how you will carry out your project from start to finish.

Describe the steps that will be required to implement the project proposal.

Describe the process and criteria you will employ to select candidates to participate in the AAI program **(It is strongly recommended candidates have a minimum of grade 10 and prior exposure to the trades).**

Please identify the strategies (i.e. academic upgrading, tutors) you will employ to ensure apprentices have the necessary reading and math skills to complete the apprenticeship program successfully. (It should be noted, in previous aboriginal apprenticeship projects, apprentices without the required reading and math skills have struggled to complete, or did not complete the training successfully).

In this section indicate how you will monitor the program to ensure your expected outcomes are being met.

Section Four: Project Partners

1. Please identify direct and indirect partners participating in the proposed project and what they have agreed to contribute (e.g. financial contribution, in-kind, use of equipment, etc).

Provide relevant letters of support from individuals, groups, organizations/associations, that have a direct interest in your proposed project and are willing to support your application at this time. (Please attach all letters in this section).

Budget		Direct Cost	In Kind Contributions	Shar ed Cost
Location:		\$ -	\$ -	\$ -
Number of students:		\$ -	\$ -	\$ -
Length (days):		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		Subtotal	\$ -	\$ -
Personnel				
Salaries - Instructors (includes 1 wk prep, follow-up)		\$ -	\$ -	
Benefits - Instructor		\$ -	\$ -	
Travel, Meals and Accommodations (project staff)		\$ -	\$ -	
Other		\$ -	\$ -	
		Subtotal	\$ -	\$ -
Operations				
Rent (shop space at \$0/month)		\$ -	\$ -	\$ -
Rent - Equipment (tools and equipment)		\$ -	\$ -	\$ -
Printing/Photocopying		\$ -	\$ -	\$ -
Shipping, moving and courier (includes moving tools)		\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -
		Subtotal	\$ -	\$ -
Supplies and Resources				
Curriculum		\$ -	\$ -	\$ -
Student Supplies (work tools and safety equipment, consumables-lumber, etc)		\$ -	\$ -	\$ -
Office Supplies		\$ -	\$ -	\$ -
Textbooks @			\$ -	\$ -
Learning Guides		\$ -	\$ -	\$ -
Videos		\$ -	\$ -	\$ -
Tools and Equipment		\$ -	\$ -	\$ -
Transportation i.e.: Bus, Van etc		\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -
		Subtotal	\$ -	\$ -
Contractual				
Other-3 days safety training (first aid/CPR, WHMIS)		\$ -	\$ -	\$ -
		Subtotal	\$ -	\$ -
Management Costs				
Coordination		\$ -	\$ -	\$ -
Pre-Coordination		\$ -	\$ -	\$ -
Post-Coordination		\$ -	\$ -	\$ -
Monitoring		\$ -	\$ -	\$ -
Registration (Transcripts)		\$ -	\$ -	\$ -
Administration (5% of total final budget)		\$ -	\$ -	\$ -
		Subtotal	\$ -	\$ -
		Total	\$ -	\$ -
Important Note:		No food purchase of any kind will be allowed with the exception of the instructors per diem.		

Appendix A

Apprenticeship Trades by Sector

Agriculture, Tourism and Service

Cook (IP)

- Esthetician
- Nail Technician
- Skin Care Technician

Food and Beverage Person

Guest Services Representative

Hairstylist (IP)

Landscape Horticulturist Technician

Locksmith

Meat Cutter

- Processor
- Slaughterer

Pork Production Technician

- Breeder
- Facilities Maintenance
- Farrowing
- Grower-Finisher
- Nursery Management

Construction

Boilermaker (IP)

Bricklayer (IP)

Cabinetmaker (IP)

Carpenter (IP)

- Framer
- Scaffolder

Construction Craft Labourer (IP)

Mobile Crane Operator(IP)

- Boom Truck Operator “A”
- Boom Truck Operator “B”

Drywall and Acoustical Mechanic (IP)

Construction Electrician (IP)*

Glazier

Industrial Mechanic (Millwright) (IP)*

Insulator (Heat and Frost) (IP)

Ironworker (Reinforcing) (IP)

Ironworker (Structural/Ornamental) (IP)

Painter and Decorator (IP)

Tower Crane Operator(IP)

Appendix A

Apprenticeship Trades by Sector

Construction

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 System Installer (IP)

Steamfitter-Pipefitter (IP)

- Petroleum Installer Technician

Tilesetter (IP)

Water Well Driller

Production and Maintenance

Construction Electrician (IP)*

Electronics Assembler

Instrumentation Control Technician (IP)

Industrial Mechanic (Millwright) (IP)*

Machinist (IP)

Refrigeration and Air Conditioning Mechanic (IP)*

Rig Technician (IP)

- Motorhand (Level One)
- Derrickhand (Level Two)
- Driller (Level Three) (IP)

Metal Fabricator (fitter) (IP)

Welder (IP)

- Semiautomatic Welding Production Operator

Motive Repair

Agricultural Equipment Technician (IP)

Aircraft Maintenance Engineer Technician

Automotive Service Technician (IP)

Heavy Duty Equipment Technician (IP)

Motor Vehicle Body Repairer (Metal and Paint) (IP)

- Automotive Painter (IP)

Partsperson (IP)

Truck and Transport Mechanic (IP)

- Represents a sub-trade or endorsement
- Represents a journeyman certificate in the trade specialty
- * The designated trade is part of more than one industry sector

(IP) This trade or sub-trade is recognized with the Red Seal interprovincial status

Appendix B

Sample Letter of Support

<<Date>>

«Name»

«Address»

«City», «Prov» «Post»

Re: Aboriginal Apprenticeship Initiative
Employment Letter of Support

Dear «Dear»

<<<Insert your organizations name>> is currently applying to facilitate a level <<insert level number>> <<insert trade>> apprentice training on the <<insert location>>. The process requires the following details from industry.

Does your company hire <<insert trade>> apprentices?

☐ Yes

☐ No

Given the current or increase levels of business activity at your firm, would you consider hiring a graduate of the Aboriginal Apprenticeship Initiative program?

☐ Yes

☐ No

If yes, how many would you be able to hire _____

Name (Please Print) _____

Position _____

Company Name _____

Phone and or Contact Number _____

Sincerely Yours,

<<<Insert Name>>>

<<<Insert Title>>>

APPENDIX “D”

Reimbursable and Non-reimbursable Expenses

This document provides information on expenses which will or will not be reimbursed by the Commission as they relate to training purchased by the Commission.

Reimbursable Expenses:

- Meals/Travel/Lodging
Only in special circumstances if pre-approved by the Commission and not to exceed provincial government rates
- Facilities other than facilities normally occupied by the Contractor
 - **Maximum of \$550 per each week of training which will include:**
 - Power, energy, telephone, internet, water, maintenance and custodial services
 - equipment located on campus
- Equipment Rental
 - Only for required equipment if pre-approved by the Commission and rented from a third party, supported by receipts
- Consumable Shop Supplies
 - Amount shall not exceed the amount charged by the home training provider if there is one, or reasonable expenses pre-approved by the Commission and charged by the Contractor if there is no home training provider,
- Textbooks
 - Textbooks will be provided and retained by the Contractor and are not to exceed that charged by the home training provider if there is one, or pre-approved by the Commission and charged by the Contractor if there is no home training provider,
 - The cost of a textbook is to be pro-rated over a three year period.
 - Apprentices are required to purchase code books for the trade as required.
- Administration Charge – Maximum of 5% of total above expenditures and includes:
 - Instructor Supplies and Photocopying
 - Phone/Fax
 - Courier

Non-reimbursable Expenses:

The following expenses do not qualify for reimbursement and will not be reimbursed by the Commission.

- Advertising
- Coordination, monitoring and liaison unless pre-approved by the Commission.
- Counseling, assessment, reception/clerical
- Student expenses and personal items, including
 - Pens, paper, binders etc.
 - Tools
 - Student campus fees
 - Student travel, unless pre-approved by the Commission
- Purchase of anything that becomes or can become an asset of the Contractor unless specifically noted above or pre-approved by the Commission.

The Commission reserves the right to review any expenses prior to reimbursement.

Receipts are required for all expenses, where applicable.