
**Annual Report
1997-98**

**Saskatchewan
Post-Secondary Education
and Skills Training**

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and Skills Training**

The annual report of
Saskatchewan
Post-Secondary Education
and Skills Training
for the period July 1, 1997 to June 30, 1998

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Letter of Transmittal

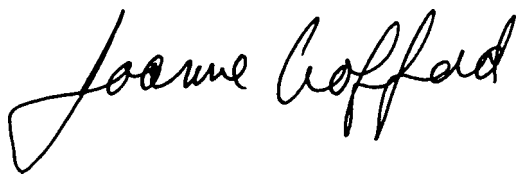
June 30, 1998

The Honourable John E. N. Wiebe
Lieutenant Governor
Province of Saskatchewan

Sir:

I have the honour to present the annual report of Saskatchewan Post-Secondary Education and Skills Training for the year ending June 30, 1998. The financial statements included in the report were prepared by the department in accordance with guidelines of the Department of Finance.

Respectfully submitted,



Joanne Crofford
Minister of Post-Secondary Education
and Skills Training



Letter of Transmittal

June 30, 1998

The Honourable Joanne Crofford
Minister of Post-Secondary Education
and Skills Training

I have the honour to present the annual report of Saskatchewan Post-Secondary Education and Skills Training for the year ending June 30, 1998.

During the year under review, the department continued the process of university revitalization and implementing the *Saskatchewan Training Strategy: Bridges to Employment*. Many programs and services are part of the training strategy, linking training to jobs and the changing labour market through expanded partnerships. Some highlights of activity for the year under review included:

- The release of the Student Assistance Task Group Report and the government response. The Task Group's recommendations helped inform the Government of Saskatchewan's priorities for Student Financial Assistance reform, which were reflected in the provincial Budget, and discussions with the federal government on reforms to the Canada Student Loans Program. For example, student aid for 2,200 students with children was increased by raising the assistance limits to reflect today's costs. In addition, providing bursaries under the new system will improve the quality and accessibility of post-secondary education and reduce debt for thousands of Saskatchewan students.
- The implementation of the Provincial Training Allowance, a program designed to help low-income adults to further their basic education and progress toward employment. The Allowance was introduced in the provincial Budget as part of the training strategy and the government's Social Assistance Redesign strategy.
- Integration of the administrative functions and staff of New Careers Corporation with the department continued.
- The joint federal/provincial signing of the Labour Market Development Agreement (LMDA) on February 6, 1998 which builds on the Saskatchewan vision of the training strategy. The LMDA will help ensure that Saskatchewan residents have access to flexible, relevant, quality training that suits their needs, and the demands of the Saskatchewan labour market.
- The university revitalization process that began in 1996-97 continued, focusing its energies on the initial implementation of the recommendations made by *The Report of the Minister's Special Representative on University Revitalization*. Efforts centered on working collaboratively with the two universities to establish terms of reference and initiate reviews of operating and capital funding, as well as learning technologies, was called for by the Report.
- A continuing commitment to rural and northern education came with \$76.314 million in grant payments to SIAST and nine regional colleges. This additional support through our education and training partners will help ensure all learners throughout rural Saskatchewan have access to quality education opportunities.

-
- The SIAST restructuring process has set out a renewed and refocused role for SIAST, resulting in improved coordination of programs across the province to better meet the needs of students, industry and business.
 - The joint announcement, with the Provincial Apprenticeship Board and SIAST, to create a Commission to manage the renewal of the Apprenticeship and Trade Certification system in the province. This will result in increased access and more relevant training for today's marketplace.

The department will continue with its ongoing commitment to provide Saskatchewan people with access to flexible, relevant, quality training opportunities that respond to their needs and the needs of the labour market.

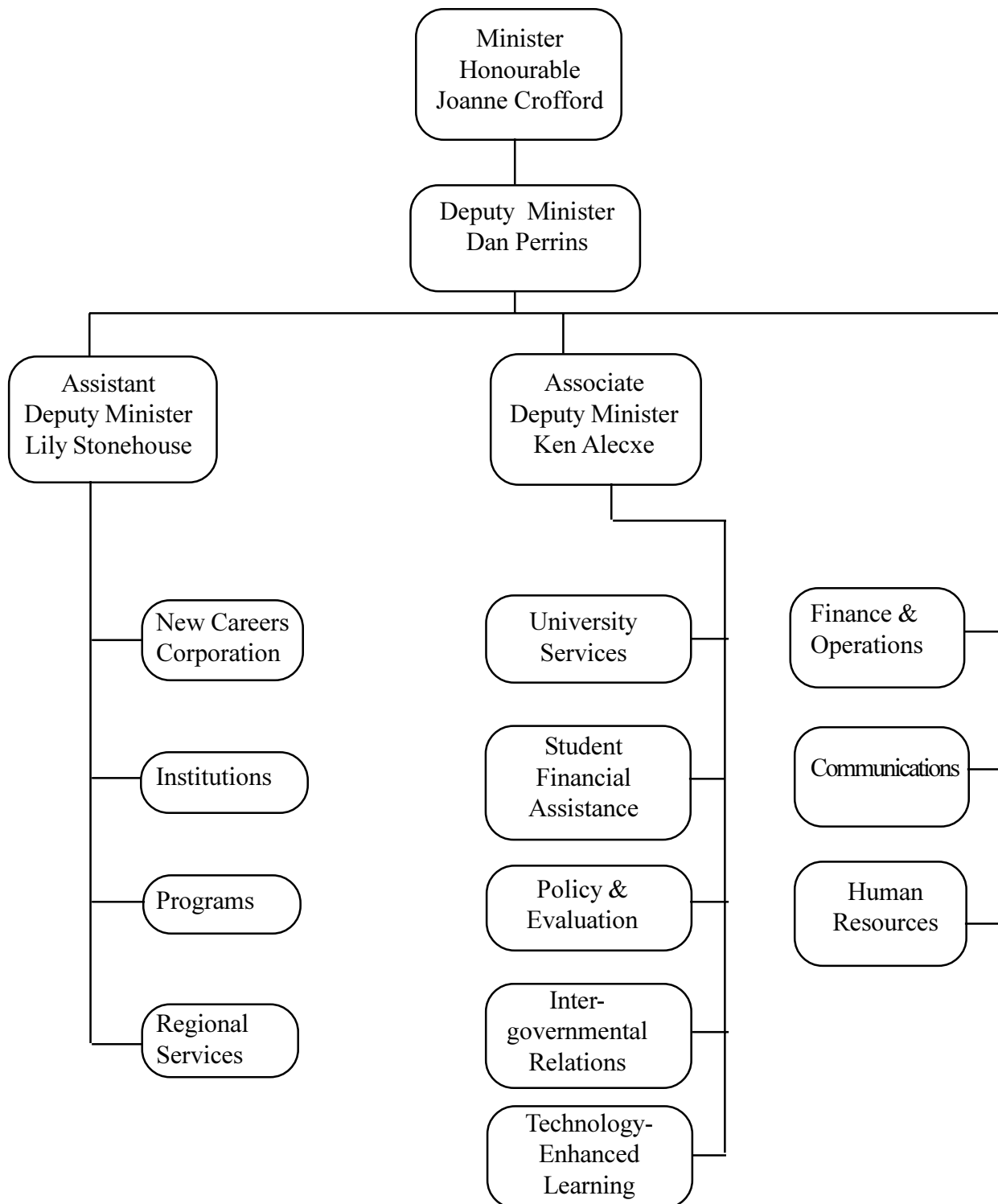
Our universities have demonstrated their commitment to revitalization and we are supporting them with the additional resources needed to continue these efforts. University revitalization will continue to be a key investment in our people and our future.



Dan Perrins
Deputy Minister of Post-Secondary Education and Skills Training

Organization Chart

SASKATCHEWAN POST-SECONDARY EDUCATION AND SKILLS TRAINING



Mandate

The mandate of the Department of Post-Secondary Education and Skills Training is to advance the societal, economic and personal well-being of Saskatchewan people by ensuring the availability of relevant post-secondary, skills training and labour market programs. The department focuses on responding to the learning needs of Saskatchewan youth and adults, and the employment needs of the provincial labour market.

Governing Legislation

The Acts listed below set up the overall framework for the post-secondary education and skills training system:

- *The Education Act, 1995* assigns to the Minister of Post-Secondary Education and Skills Training responsibility “for all matters not by law assigned to any other minister, department, branch or agency of the Government of Saskatchewan relating to post-secondary education”. Post-secondary responsibilities defined under the Act include funding and policy development. Institutions defined as post-secondary include the universities, regional colleges, the Saskatchewan Institute of Applied Science and Technology, Gabriel Dumont Institute, and private vocational schools. The Act also enables the Minister to “take any measure that the Minister considers appropriate including establishing and operating any programs and services to provide training and educational opportunities for Saskatchewan people”.
- *The Apprenticeship and Trade Certification Act* provides a legislative framework for overseeing the training and certification of apprentices and tradespeople in designated trades, including the establishment and maintenance of standards and regulation of trades.

- *The University of Saskatchewan Act* and *The University of Regina Act* establish the legal framework for the governance, programs, finance and administration of the province’s two universities. The University of Saskatchewan and the University of Regina publish their own financial statements/annual reports as required under statute.
- *The Saskatchewan Institute of Applied Science and Technology Act* enables the Minister to oversee all matters relating to the Saskatchewan Institute of Applied Science and Technology (SIAST) including policies, programs, standards and fees. SIAST publishes its own financial statements/annual reports as required under statute.
- *The Regional Colleges Act* enables the Minister to oversee all matters relating to the regional colleges including policies, programs, standards and fees. The regional colleges publish their own financial statements/annual reports as required under statute.
- *The Private Vocational Schools Regulation Act* establishes registration procedures for these schools and allows the Minister to regulate all aspects of their operation
- *The Student Assistance and Student Aid Fund Act, 1985* is the legislation that provides for Saskatchewan post-secondary student loans and the administration of the Student Aid Fund.

The following Acts for which the Minister of Post-Secondary Education and Skills Training is responsible relate to specific programs and organizations in the education system:

- *The Ancillary Dental Personnel Education Act*
- *The Registered Music Teachers Act*

Administering Legislation

The department provides consultative, administrative and support services to authorities and institutions, and to the public on legislation and administration of the post-secondary education and skills training systems. Legislation is reviewed to ensure it supports the department's goals and priorities, and enables effective responses to changing circumstances.

Objective

- To identify and coordinate the preparation of amendments to statutes and regulations and to establish new statutes as needed.

Major Activities and Accomplishments

- *The Training Allowance Regulations* were introduced to establish a training allowance as an income support for people in basic education and related programs and short skill training programs. The Regulations, which came into effect September 10, 1997, also provide for a Youth Allowance to accommodate the Youth Futures Pilot Project in Prince Albert. As well, amendments were also approved later in the reporting year, to bring the Allowances in line with the government's Social Assistance Plan redesign. These amendments will become effective August 1, 1998.
- *The Saskatchewan Partnerships Program Regulations* were amended to change the dates for which the program applies. The Partnerships Program provides employers with wage subsidies to hire students during the summer months, and students obtain work experience while earning money to finance their continuing education.
- *The Regional Colleges Programs and Services Regulations, 1997* came into effect September 10, 1997 to provide regional colleges with the authority required to deliver programs and services currently delivered by the New Careers Corporation, the department's Job Start/ Future Skills program, and potentially Employment Insurance programs and services currently delivered by the federal government.

- *The Employment Program Regulations* were approved to come into force September 1, 1998 to deliver employment programs and services for social assistance recipients and Employment Insurance clients. New Careers Corporation and Human Resources Development Canada previously delivered these programs.
- *The University of Saskatchewan Foundation Repeal Act* came into force June 11, 1998 and provides for the winding up of the University of Saskatchewan Foundation and transferring any remaining assets to the University of Saskatchewan.
- *The Lender-Financed Saskatchewan Student Loans Amendment Regulations, 1997* were introduced to provide the authority for the Royal Bank to administer the Saskatchewan student loans assigned pursuant to the Saskatchewan Student Loans Assignment Agreement. The regulations came into force October 20, 1997.

Saskatchewan Training Strategy: Bridges to Employment

In May, 1998, the department published an Annual Progress Report outlining accomplishments against the objectives and specific actions of the *Saskatchewan Training Strategy* for the first year of implementation. Progress was reported on all objectives with most implementation activities on schedule. Those planned actions relating to increasing access to training were reported ahead of schedule as the department made adjustments to help address skill shortages resulting from a strong provincial economy.

In one area, the department announced a revised action plan. The integration of planning and delivery of labour market services at the regional level is being pursued in a different manner than initially anticipated.

The implementation of the Canada-Saskatchewan Labour Market Development Agreement (LMDA) will result in the merger of some services of Human

Resources Development Canada with the New Careers Corporation and Post-Secondary Education and Skills Training to form an expanded provincial department with regional service delivery.

The new arrangement will create strengthened department partnerships with regional colleges, SIAST and community groups, including potential co-location and/or integration of services as part of the Canada-Saskatchewan Career and Employment Services established through the LMDA. In rural and northern areas, regional colleges will remain responsible for delivery of basic education, SIAST and university credit programs and support to work-based training.

Labour market information will be compiled in partnership with Human Resources Development Canada. Canada-Saskatchewan Career and Employment Services will have responsibility for providing career services, employment services and labour market information for the general public, and income support and employment programs for Social Assistance and Employment Insurance clients. Career and Employment Services will also provide support to employers in human resource planning, recruiting and supporting training for people for available jobs.

Year One of the training strategy included:

- the introduction of new income support (the Provincial Training Allowance), employment (Bridging to Employment, Community Works, and Work Placement) and basic education programs (Family Literacy and Links to Employment);
- the expansion of JobStart/Future Skills to include support for retraining and updating the existing workforce and the initiation of a Sector Partnership program to encourage human resource planning by industry sectors; and,
- a great deal of planning and design work in collaboration with key stakeholders in the province.

Year Two will see much of this planning take form as changes are made:

- to department services including the initiation of a partnership web site for career and labour market information and the inauguration of Career and Employment Services in regional offices;
- to the delivery system itself with the department's expanded role in direct service delivery and the introduction of legislation to create a new Apprenticeship Commission; and,
- to the supporting systems for the training strategy including introduction of an Evaluation Policy, an Accountability Framework, a Policy to Encourage a Representative Workforce in the Province, a Career and Employment Information System to support our new counselling role and continued developmental work on a new approach to funding for our training institutions.

The *Saskatchewan Training Strategy* continues to enjoy widespread support across the province. The department remains committed to its implementation plan with some revisions in the timelines on specific actions and to the change in implementation actions for the one objective outlined above. Specific outcomes for 1997-98 are detailed in the appropriate program and branch reports. The department is on schedule to replace the federal withdrawal from training and further increase opportunities by 1999-2000.

**Number of Provincially Funded
Training and Employment Opportunities**

	1995-96	1997-98
Training	14,155	19,121
Employment	2,038	2,270
Total	16,193	21,391

The following chart outlines specific objectives for each of the three training strategy goals:

1. Develop a skilled workforce relevant to Saskatchewan's labour market	2. Enhance access and support opportunities for all learners	3. Create a coherent, effective and sustainable delivery system
1.1 Develop better labour market information and planning at regional, sectoral and provincial levels.	2.1 Assist low income learners to access training.	3.1 Develop an integrated regional delivery system for training and labour market services.
1.2 Increase access and make skills training more timely and relevant to industry and community employment needs.	2.2 Maximize recognition and transfer of learning to increase mobility and access for learners.	3.2 Strengthen SIAST's provincial role in support of the Saskatchewan Training Strategy.
1.3 Increase the responsiveness of the Apprenticeship and Trade Certification program to better meet industry needs.	2.3 Provide improved access to career and employment services to support people in making their career plans and obtaining training or employment.	3.3 Expand partnerships with First Nations and Métis institutions and services to better identify and meet Aboriginal training and employment needs.
1.4 Make basic education more responsive to the education, training and employment needs of learners and employers.	2.4 Support social assistance recipients in developing their skills and finding sustainable jobs.	3.4 Improve coordination and integration of federal and provincial employment programs and labour market services.
	2.5 Promote equity, fairness and diversity throughout the training and employment system.	3.5 Establish funding, evaluation and accountability mechanisms for achieving the training strategy.
		3.6 Develop ongoing forums for collaboration in implementing, evaluating and improving the training strategy.

Programs Branch

The branch is responsible for the development and implementation of quality training and employment programs to meet the basic education, work experience and skill training needs of Saskatchewan adult learners generally, as well as employers, workers and unemployed persons.

Training programs and related services delivered by this branch in 1997-98 included Literacy, General Education Development, Basic Education, Links to Employment, JobStart/Future Skills, Apprenticeship and Trade Certification, and, Strategic Initiatives pilot projects.

Branch Objectives

- To provide a comprehensive and responsive training service, as part of the training strategy, to meet the needs of Saskatchewan residents and employers.
- To implement a Basic Education renewal plan to improve integration, delivery and accessibility to adult basic education, literacy and employability skills in preparation for further education, skills training or employment.
- To implement and expand the JobStart/Future Skills program to encourage increased industry investment in training and human resource planning.
- To implement new approaches to apprenticeship training including training delivery, expansion of apprenticeable occupations, increased equity group participation and expansion of high school apprenticeship training pilots.
- To continue to work with industry, communities and trainers to test new approaches to work/study to assist Saskatchewan residents to prepare for and obtain employment.
- To implement the Canada-Saskatchewan Strategic Initiatives Agreement in order to test new approaches to assist Saskatchewan's labour market.

- To strengthen industry and labour partnerships in training and human resource planning.

Special Needs Programs Unit

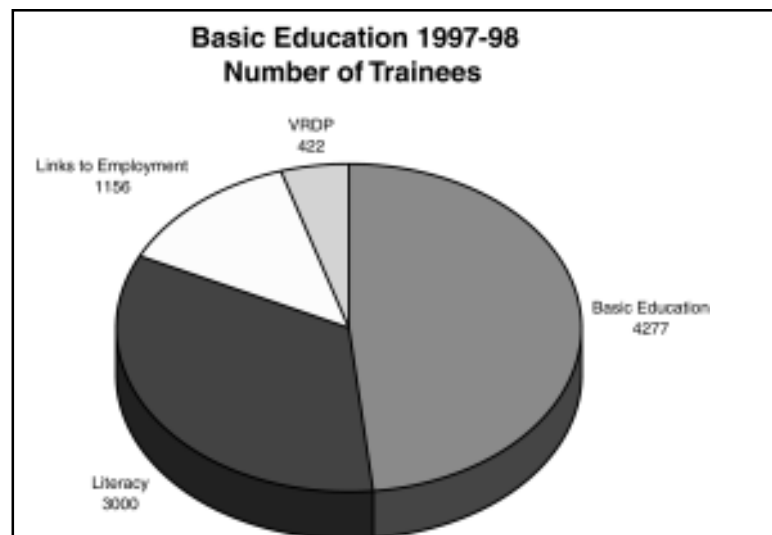
The Special Needs Programs Unit is responsible for the design, implementation and evaluation of programs and services broadly classed as basic education. Basic Education includes both academic preparation and programs teaching basic life skills, job readiness skills and career planning. Academic programs include Literacy, General Educational Development, English as a Second Language, Adult 10 and Adult 12. The unit is also responsible for programs for adults with disabilities.

Objectives

- To develop strategies to improve integration, delivery and accessibility to basic education for adults, Literacy, English as a Second language (ESL) and programs for adults with disabilities within the *Saskatchewan Training Strategy*.
- To deliver with Saskatchewan Education the Adult 12 Program in cooperation with Saskatchewan's post-secondary institutions.
- To administer General Educational Development (GED) Testing Services that provide adults 19 years of age, whose peer class has graduated from Grade 12, with an opportunity to obtain a Grade 12 equivalency for access to further educational and employment opportunities.
- To provide access for adults with low level literacy skills to programs which enhance development of those skills.
- To support other initiatives such as family literacy, volunteer tutor development and workplace-based literacy training.
- To co-ordinate development and maintenance of databases on adult basic education to monitor trends and emerging issues.

Major Activities and Accomplishments

- Basic Education
 - Supported the implementation of the three new components for basic education funding and delivery announced in the *Saskatchewan Training Strategy*, April 1997. These include funds for Basic Education (\$11.4 million), the Links to Employment program (\$1.776 million), and Basic Education Counselling (\$400,000). The greater flexibility in program delivery is resulting in a greater demand for basic education and related programs, along with individuals staying longer in the various programs. An evaluation of Basic Education will begin in 1998-99 to determine effectiveness of the basic education redesign.
 - Monitored and supported the Adult 12 Program which was implemented on July 1, 1995.
 - Progressed in the development of a student record system to standardize reporting from all basic education delivery systems. Regional colleges and SIAST transferred enrolment data electronically for the first time in 1997-98.
 - Represented basic education on various task teams implementing components of the *Saskatchewan Training Strategy*.
 - Participated in an interdepartmental consultation process with ESL service providers to articulate strategy for devolution of federal funding for ESL programs in Saskatchewan.
 - Continued to make GED testing services available to Saskatchewan adults.
- Literacy
 - The department, in partnership with the National Literacy Secretariat, provides funding to support a broad array of literacy activities in Saskatchewan. In 1997-98, the total provincial and federal contribution for adult literacy programs and services in Saskatchewan was \$1,499,340.
 - Provincial funding (\$764,000) supports the ongoing delivery of adult literacy programs and services for about 3,000 adults through 13 post-secondary institutions and five community-based organizations, including one workplace literacy program and a Francophone literacy program. The department also provided two grants of \$10,000 each to the Saskatchewan Literacy Network for the development of a provincial literacy directory and database, and for support of a learner publication, *On Our Way*.
 - Federal funding (\$715,340), coordinated with the department, supports literacy project development targeted at increasing public awareness, new project development, research, community outreach and materials development. In 1997-98, the federal government funded 27 community-based literacy projects for \$650,050. Examples of projects funded includes the *Justice Literacy Assessment Indicator* (John Howard Society), *Families Reading Together* (Parkland Regional College), and the *Food For Thought* (Regina and District Food Bank) projects.



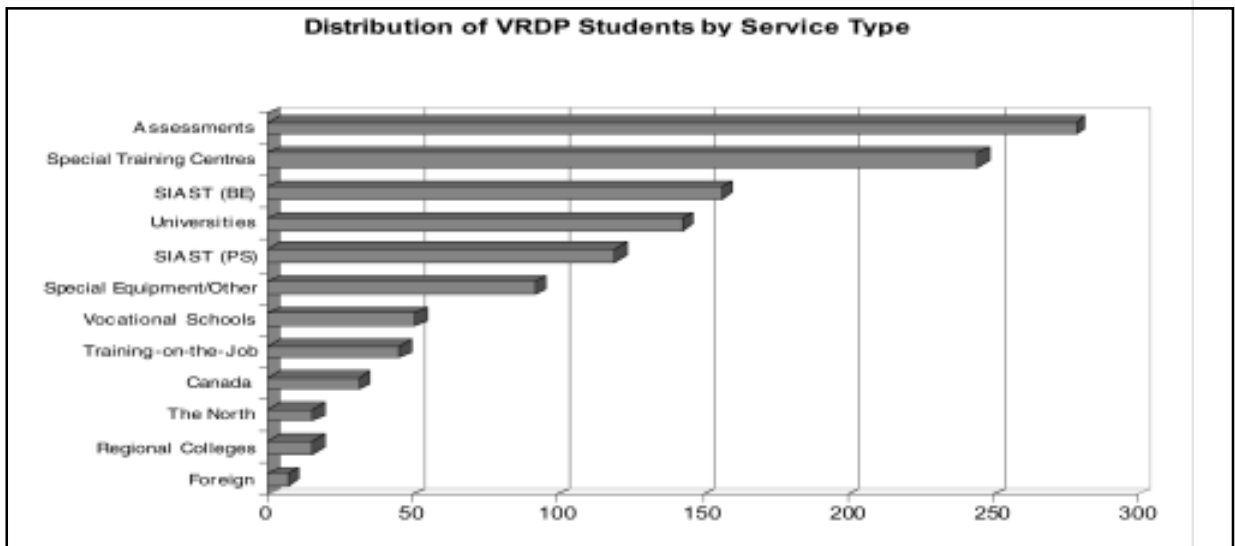
The National Literacy Secretariat also funded five literacy projects for youth aged 15-24 through Literacy core funding (\$67,290). Three of the projects funded in this category targeted Aboriginal youth-at-risk in Regina, Prince Albert and a community in northern Saskatchewan.

literacy program for physically challenged adults (Neil Squire Foundation), Labour Market Language Training (Regina ESL Consortium), Developmental Studies Phase I and II (Northlands College), Workplace Education (Cumberland Regional College) and Learning Assessments (Learning Disabilities Association).

- Links to Employment

- In 1997, the department introduced a new \$1.776 million basic education initiative, the *Links to Employment Program*, directed at increasing access and effectiveness of basic education programs through regional decision-making. Community Review Panels were established in eight regions; these panels made recommendations on the best use of the Links to Employment dollars that were available to their communities. In six other regions, regional colleges consulted with community partners to allocate funding. Originally projected to create 600 opportunities, the initiative funded 56 projects delivered by public, private and community-based organizations, and supported 1,156 new learning opportunities. Projects funded under this initiative provided a variety of new, more flexible basic education programming that responded to learner and regional needs. Examples of projects funded include: Speech Assisted Reading and Writing (SARAW)

- The Vocational Rehabilitation of Disabled Persons (VRDP) program, which supported assessments and training/education programs to assist adults with disabilities in gaining sustainable employment, ended on March 31, 1998. VRDP programs supported in the province were made possible through this cost-sharing agreement with the federal government. Beginning April 1, 1998, the province entered into a new agreement with the federal government to cost-share defined measures that enhance the employability of adults with disabilities. The new agreement, called Employability Assistance for People with Disabilities, is for five years.
 - Under VRDP, the province supported the delivery of disability-related services, tuition, books and training allowance for eligible students. Total program budget was \$3,618,000. In the year under review, VRDP sponsored 278 students for assessments, and 924 in education and training programs. As well, through the use of an additional \$500,000 in VRDP funds, potential students can access the services of 12 vocational counsellors who help them access the VRDP training/education funds.



Training and Employment Programs Unit

The Training and Employment Programs Unit is responsible for the development and co-ordination of training and employment programs which assist individuals to prepare for and obtain employment.

JobStart/Future Skills

JobStart/Future Skills is a program to link the skill training needs of individuals with the employment needs of employers. The budget allocation for the program was \$11.9 million. During the year, an additional \$1 million was redirected from within the department for training to meet the immediate skills needs of Saskatchewan employers.

Objectives

- To provide recognized training and employment opportunities for Saskatchewan people.
- To provide employers with skilled workers to fill new positions.
- To increase public training institutions' ability to respond quickly to industry needs for skilled workers.
- To provide recognized training that improves mobility and potential for career advancement.
- To assist the unemployed in making the transition to employment.
- To assist equity group members and social assistance recipients in making the transition to employment.
- To assist employed workers upgrade their skills to meet the needs of a changing economy.
- To assist industry associations, communities, and training institutions to work together to meet the human resource needs of specific industries.

Workbased Training for Employed Workers and Sector Partnerships were two new components added

to the program in 1997-98. In addition, the Saskatchewan Skills Extension Program and Short Skills for Social Assistance Recipients were also moved under the umbrella of the program to provide a consolidated funding approach to skills training delivered by Dumont Technical Institute (DTI), regional colleges and SIAST.

The program contains three types of training options designed to allow for greater flexibility in training to meet the employers' and trainees' needs:

- Workbased Training for the Unemployed assists employers in providing recognized portable training at the work site for newly hired employees.
- Workbased Training for Employed Workers assists employers retrain existing staff for new skills as a result of technological or workplace change.
- Institutional Quick Response Training provides short term skills training at a SIAST campus, regional college or DTI in response to skilled labour demands by employers in the local area.

The Sector Partnership component of the program supports partnerships with industry, communities, First Nations and Métis organizations and training institutions to identify and plan for human resource development requirements within key sectors of Saskatchewan's economy.

Major Activities and Accomplishments

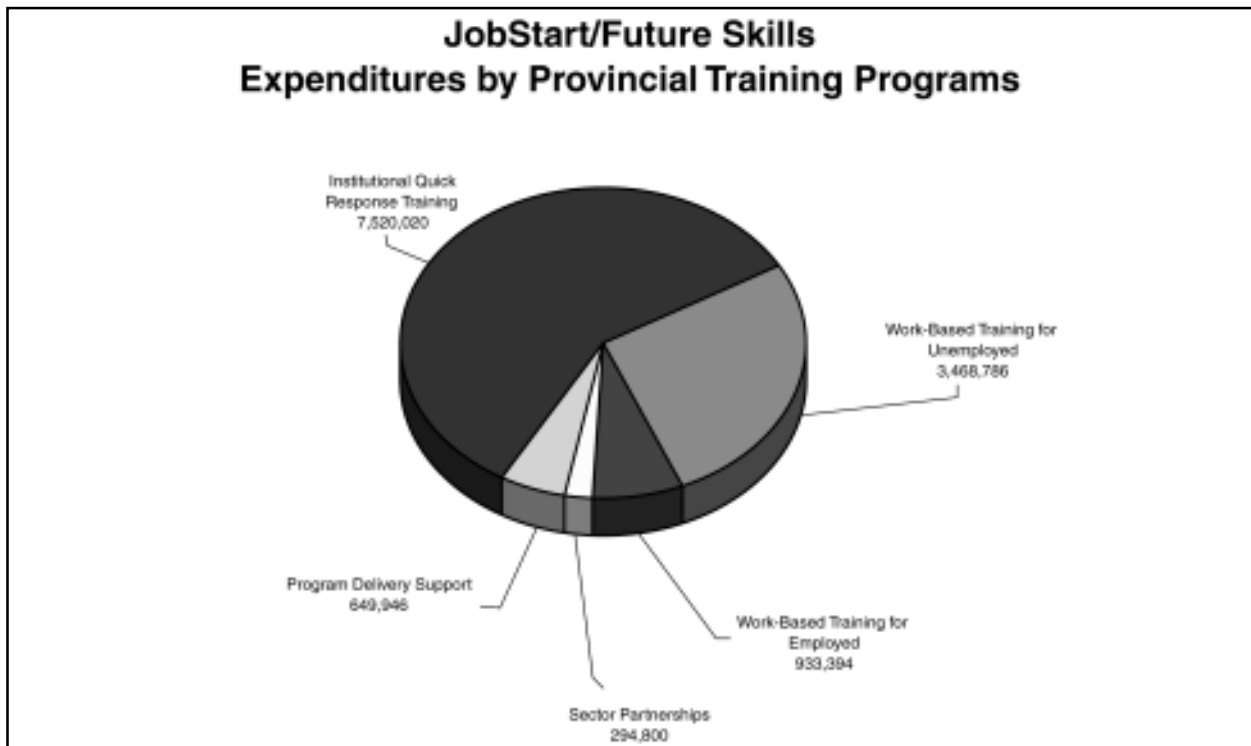
- From the period April 1, 1997 to March 31, 1998, a total of 4,935 training positions were approved.
- Participation by component is as follows:
 - Training for Unemployed - 841 trainees for \$3.469 million;
 - Training for Employed - 1,873 trainees for \$933,000; and,
 - Institutional Quick Response - 2,109 trainees for \$7.52 million.
- 260 employers were involved in the Workbased

Training for the Unemployed and contributed 50% of the training costs to their projects.

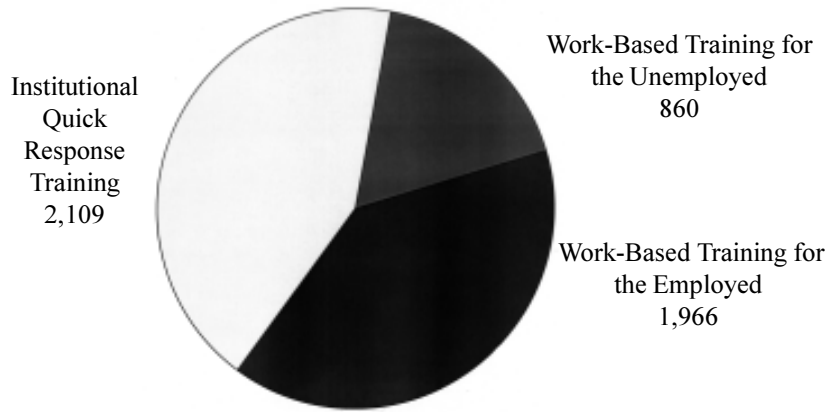
- 120 employers were involved in the Workbased Training for the Employed and contributed 2/3 of the training costs to their projects.
- Training occurred in a broad range of industry sectors such as: manufacturing and processing, agri-value; transportation; film and video; tourism and hospitality; and the service sector.
- Just over 60% of all Workbased Training projects were located in rural Saskatchewan and 77% of all projects involved 1-5 trainees per project.
- Regional colleges and SIAST reported that 61% of graduates/completers of Institutional Quick Response training programs were employed 60-90 days after graduation. An additional 16% went on to further training.
- Follow-up surveys of employers indicated that 94% of participants in Workbased Training for the

Unemployed were still working 60-90 days after the training was completed: 68% were with the same employers and 26% were with a different employer.

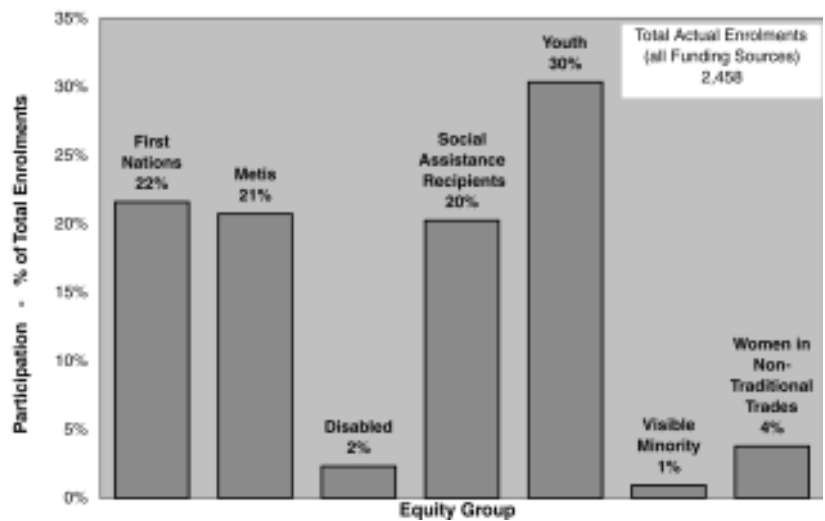
- 22% of trainees in Institutional Quick Response and Workbased Training for Unemployed Workers were of Aboriginal ancestry.
- 25% of trainees in Institutional Quick Response and Workbased Training for the Unemployed participants were on social assistance prior to entering the program.
- Nine Sector Partnerships were approved to assist industry sectors to conduct human resource planning to better prepare for future skill needs with a total commitment of \$432,400. Industry sectors receiving funding include: Tourism; Truck/Transportation; Implement Manufacturing; Music and Sound Recording; Apparel and Textile; Export Goods; Film and Video; Fire Safety Service; and Culture.



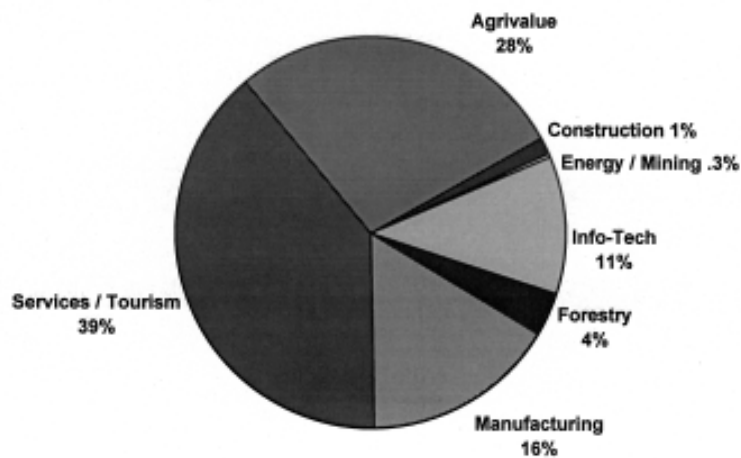
**JobStart/Future Skills 1997-98
Number of Trainees**



**Institutional Quick Response Training
Participation by Equity Group 1997-98**



**JobStart / Future Skills 1997-98
of Training Positions - by Sector**



Employment Programs for Social Assistance Recipients

In 1997-98, the department provided the New Careers Corporation with a third party grant in the amount of \$8.5 million for the delivery of employment programs to social assistance recipients.

- The Community Employment Program provided wage subsidies to employ people in more than 1,240 jobs. An additional 170 placements were funded as special initiatives designed to meet local community needs.
- The Work Experience Program placed 190 clients in work-based training construction projects.
- Work Preparation Centres provided more than 1,200 people with employment services, vocational counselling and work experience.
- Pilot Projects designed to test new programming and new partnerships provided 105 employment opportunities.

In January, 1998, the Training and Employment Programs Unit assumed responsibility for the program design and development of the province's new employment programs for social assistance recipients. This activity included: the development of program criteria, policies, regulations and promotional material; establishment of program and regional budget allocations; and the training of field staff.

The unit worked very closely with the New Careers Corporation/Regional Services Branch in the development and implementation of the programs.

The objectives of program redesign were:

- To assist individuals on social assistance to find sustainable employment and become self-sufficient.
- To provide a flexible range of programs to meet the employment and training needs of individuals.
- To assist eligible employers to provide work experience and long-term employment for social assistance recipients.

- To simplify the existing array of programs.

Three programs were designed and ready for implementation on April 1, 1998. These programs are:

- The Work Placement Program provides funding assistance to employers to hire eligible program participants in jobs that provide on-the-job skills training and lead to on-going employment.
- The Community Works Program provides funding assistance to community based organizations and municipalities to hire eligible program participants in projects that provide on-the-job skills training and provide a direct benefit or service to the local community.
- The Bridging Program provides a flexible range of programs, services and supports that will link program participants to employment. These include assessment, career counselling, job readiness skills, employability skills, life skills, academic upgrading, literacy, entry level skills, work experience, mentoring, job coaching, job development services and employment related supports.

Apprenticeship and Trade Certification Unit

The Apprenticeship and Trade Certification Unit is responsible for ensuring that Saskatchewan apprentices, journeypeople and tradespeople are equipped with the necessary skills, knowledge and attitudes to function effectively in the workplace, and to contribute to the economic and social enhancement of Saskatchewan.

Objectives

- To provide the opportunity for trade certification and apprenticeship training for workers and employers that meet provincial and national industry standards.
- To increase the responsiveness of apprenticeship training delivery through innovative and alternate delivery methods.

- To increase the awareness of trades and the Apprenticeship and Trade Certification program as an effective means to develop skilled workers.
- To manage the apprenticeship renewal processes in preparation for the demands of the 21st Century.

Major Activities and Accomplishments

- Increased economic activity in the province has significantly increased the number of registered apprentices. As of July 1, 1998, there were 5,003 apprentices registered in 44 trades. This is an increase of 585 apprentices (13.2%) over last year and 959 (24%) over the last two years.
- The number of designated trades has grown from 26 in 1986, to 44 in 1998. Some of the trades recently designated are in non-traditional areas — in the hospitality and tourism industry, as well as in the agriculture industry. The trades of Electronics Assembler and Custom Harvester have recently been recommended for designation.
- Technical training was provided for 2,450 apprentices in 1997-98 compared with 2,071 in the previous year. According to the four levels of apprenticeship, the distribution was: first year – 685 (28%), second year 665 (27%), third year 637 (26%) and fourth year 463 (19%). In addition, 227 tradespersons received upgrading training and 267 journeypersons received updating training to remain current with changing technology in the work place. Updating training was provided through courses funded by the Apprenticesable Trades Co-ordinating Group, Inc.
- In recognition of the changing needs of employers and employees, and with the incorporation of new trades and sectors into the apprenticeship system, increased emphasis has been placed on strengthening partnerships among the various stakeholders of apprenticeship training in a combined effort to deliver innovative and flexible technical training. Examples of this include:
 - Technical training for 12 level one *electrician* apprentices was delivered in modules during shortened periods of in-school training. Over the course of the school year, apprentices completed all modules of level one apprenticeship. As training was taken during slow periods at the workplace, employers were not required to hire replacement staff.
 - One comprehensive course for all three levels of training was delivered for apprentice *bricklayers*. This method of training allowed cost effective training to occur in a trade where there are small numbers of apprentices.
 - A partnership among the Carpenter Joint Training Committee, the Saskatoon School District, SIAST and the Canada-Saskatchewan Strategic Initiatives Agreement allowed 13 *carpenters* to take upgrading for the journeyperson examination. The training occurred two evenings a week for 26 weeks at Bedford Road Collegiate. The curriculum was restructured into modules.
 - Three companies in the Yorkton area, Leon Ram Industries, Morris Industries and Goodman Steel collaborated with SIAST and the Apprenticeship and Trade Certification Unit on the delivery of level one *machinist* training at the Leon Ram work site. A journeyperson provided instruction one day each week. The delivery of training was monitored by SIAST-Kelsey Campus. Apprentices were able to complete level one theory and practical training without leaving their jobs and home environment.
 - A combined *heavy-duty equipment mechanic/ industrial mechanic (millwright)* course was held in Buffalo Narrows to assist individuals working in the northern mining industry. By utilizing northern training facilities, the program allowed the trainees to maintain close family contact during the training program.
- Special initiatives linking high school to apprenticeship are also in progress:
 - “*Making a Connection with the Workplace*”, an initiative in northern Saskatchewan, will link an enhanced Exploring Trades and Technology curriculum in the high schools with a new process of developing a career path for apprentices indentured to the Northern Apprenticeship Committee.

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- The Practical and Applied Arts Committee is piloting an new initiative within the high schools. Level one apprenticeship training curriculum has been developed for delivery in the designated trades areas. Students receive high school credit for this training. Those pursuing an apprenticeship will be exempt from level one apprenticeship training.
 - Discussions are taking place with respect to accrediting high school teachers to deliver level one technical training.
 - Interprovincial Standards Examinations were attempted by 999 apprentices and tradespersons compared to 817 in 1996-97. Of those examined, 780 passed the examination and acquired the Interprovincial Standards “Red Seal” on their journeyperson certificate. The “Red Seal” designation provides recognition of journeyperson standing in all participating provinces and territories.
 - Saskatchewan Apprenticeship plays a lead role in the development of computerized item bank examinations for Interprovincial “Red Seal” examinations.
 - Through consultation with the various stakeholders of apprenticeship, a communication strategy for the Apprenticeship and Trade Certification program has been developed and implemented. Initial promotional materials focus on creating an awareness of trades as a career option. Specific materials target youth: displays for career days, website and brochure.
 - Increased access to apprenticeable trades is one focus of *The Saskatchewan Training Strategy: Bridges to Employment*. The apprenticeship program is highlighted through an interactive computer program that accompanies the department’s display, and through print and television advertisements.

Apprenticeship Renewal

In 1996, in response to the federal withdrawal from purchase of training, the Provincial Apprenticeship Board (PAB) held public consultations based on the discussion paper, *The Future of Apprenticeship – An Industry Vision*.

The results of the consultation were summarized in the report, *Apprenticeship Renewal...An Opportunity for Positive Change*. This report recommended a tripartite committee of industry, SIAST and the Apprenticeship and Trade Certification Unit develop options for the future of the apprenticeship training and trade certification program.

In June 1997, the Provincial Apprenticeship Board delivered its recommendation to government in a report, *Apprenticeship Renewal – Options for a Renewed Apprenticeship System in Saskatchewan*. This report identifies “that the non-departmental government agency or crown corporation best meets the criteria for a successful apprenticeship structure for the future”.

On May 21, 1998, the Minister of Post-Secondary Education and Skills Training announced that a new commission will manage the renewal of the Apprenticeship and Trade Certification system in Saskatchewan. Apprenticeship renewal includes:

- a commitment by the provincial government to backfill for federal funding withdrawal in apprenticeship training of almost \$5 million annually and an incremental \$550,000 this year to meet the increased demand for training. This will provide technical training for 2,800 apprentices in 1998-99 – 11% more than the previous year;
- a greater role for business and labour in decision making to ensure a responsive and relevant training system;
- increased access to apprenticeship training;
- a strengthened industry/SIAST partnership to ensure high quality responsive training to better meet the needs of industry and apprentices;
- increased promotion of apprenticeship as a quality career option for young people; and,
- a human resource planning approach to better address current and future industry skill needs and opportunities for ensuring access to high quality employment for all segments of Saskatchewan’s population.

Apprenticeship Statistics
Indentures*, Completions and Cancellations by trade, 1997-98

Trade	Number of Apprentices July 1/97	Indentures	Cancellations	Completions	Number of Apprentices June 30/98
Agricultural Machinery Technician	213	52	15	35	215
**Aircraft Maintenance Engineer Tech.	0	5	0	0	5
Automotive Service Technician	447	100	51	41	455
Barber Stylist	4	0	1	1	2
Boilermaker	23	6	0	3	26
Bricklayer	24	4	3	1	24
Carpenter	642	106	39	21	690
Cement Finisher	18	1	0	0	19
Cook	165	93	51	33	164
Cosmetologist	317	137	2	49	403
Crane and Hoist Operator	21	8	0	1	26
Drywall and Acoustical Mechanic	1		0	0	1
Electrician	487	207	17	67	610
Electronics Technician (Consumer Products)	15	1	7	0	9
Floorcovering Installer	0	0	0	0	0
Food and Beverage Person	12	13	0	1	24
Glassworker	5	3	0	0	8
Guest Services Representative	5	5	0	1	9
Heavy-Duty Equipment Mechanic	170	51	16	15	190
Horticulture Technician	1	3	1	0	3
Industrial Instrument Mechanic	115	35	2	14	134
Industrial Mechanic (Millwright)	193	64	4	27	226
Insulator	2	0	1	0	1
Ironworker Reinforcing Rebar	0	0	0	0	0
Ironworker Structural	13	12	1	0	24
Locksmith	0	1	0	0	1
Machinist	155	82	12	32	193
Motor Vehicle Body Repairer	156	44	8	14	178
Motor Vehicle Body Refinisher	0	0	0	0	0
Painter and Decorator	6	1	2	1	4
Partsperson	50	34	5	8	71
Plasterer	10	0	0	0	10
Plumber	231	97	12	32	284
Pork Production Technician	59	18	11	21	45
Power Lineman	123	5	9	14	105
Refrigeration Mechanic	74	26	7	10	83
Roofer	28	13	10	0	31
Sheet Metal Worker	117	33	10	12	28
Sprinkler Systems Installer	15	1	0	0	16
Steamfitter Pipefitter	52	19	1	11	59
Steel Fabricator	1	6	0	0	7
Tilesetter	1	6	0	0	7
Tower Crane Operator	1	0	0	0	1
Truck and Transport Mechanic	94	29	6	5	112
Water Well Driller	0	1	0	0	1
Welder	352	100	30	31	391
Production Line Welder	0	6	0	0	6
TOTAL	4418	1420	334	501	5003

*"Indenture" means, in the case of an apprentice, to be party to a valid and subsisting contract, that is registered with the director in accordance with "the Apprenticeship and Trade Certification Regulations.

**In addition, 14 Saskatchewan aircraft maintenance engineer technicians apprentices are registered in Manitoba.

Attendance in apprenticeship technical training courses by trade and stage of training, 1997-98

<u>Trade</u>	<u>Enrolment levels</u>				
	<u>All levels</u>	<u>First</u>	<u>Second</u>	<u>Third</u>	<u>Fourth</u>
Agricultural Machinery Technician	149	34	33	48	34
Aircraft Maintenance Engineer Technician	19	8	3	4	4
Automotive Service Technician	312	71	80	91	70
Barber stylist *	N/A	N/A	N/A	N/A	N/A
Boilermaker	10	3	4	3	N/A
Bricklayer	12	3	6	3	N/A
Carpenter	200	63	60	35	42
Cement Finisher	0	0	0	0	N/A
Cook (Day Release)	94	35	29	30	N/A
Cook (Traditional)	17	8	2	7	N/A
Cosmetologist *	N/A	N/A	N/A	N/A	N/A
Crane and Hoist Operator	0	0	0	0	N/A
Drywall and Acoustical Mechanic	N/A	N/A	N/A	N/A	N/A
Electrician	403	132	116	74	81
Electronics Technician (Consumer Products)	2	0	1	1	N/A
Floorcovering Installer	0	0	0	0	N/A
Food and Beverage Person **	N/A	N/A	N/A	N/A	N/A
Glassworker	4	0	1	3	N/A
Guest Services Representative**	N/A	N/A	N/A	N/A	N/A
Heavy Duty Equipment Mechanic	118	22	36	36	24
Horticulture Technician	11	6	2	2	1
Industrial Instrument Mechanic	51	12	13	12	14
Industrial Mechanic (Millwright)	133	23	36	37	37
Insulator	0	0	0	0	N/A
Ironworker Reinforcing Rebar	N/A	N/A	N/A	N/A	N/A
Ironworker Structural	25	13	0	12	N/A
Locksmith	1	1	0	0	0
Machinist	101	21	9	36	35
Motor Vehicle Body Repairer	67	18	12	18	19
Motor Vehicle Body Refinisher	0	0	0	N/A	N/A
Painter and Decorator	1	1	0	0	N/A
Partsperson	56	23	22	11	N/A
Plasterer	N/A	N/A	N/A	N/A	N/A
Plumber	170	50	52	40	28
Pork Production Technician	16	11	5	0	N/A
Power Lineman	41	4	5	8	24
Refrigeration Mechanic	58	12	23	11	12
Roofer	25	14	5	6	N/A
Sheet Metal Worker	83	24	24	23	12
Sprinkler Systems Installer	9	2	4	3	0
Steamfitter Pipefitter	45	14	7	10	14
Steel Fabricator	0	0	0	0	0
Tilessetter	7	4	1	2	0
Truck and Transport Mechanic	58	10	12	24	12
Water Well Driller	1	1	0	N/A	N/A
Welder	151	42	62	47	N/A
Production Line Welder	0	0	0	N/A	N/A
TOTAL	2450	685	665	637	463

*Technical Training is completed prior to registration.

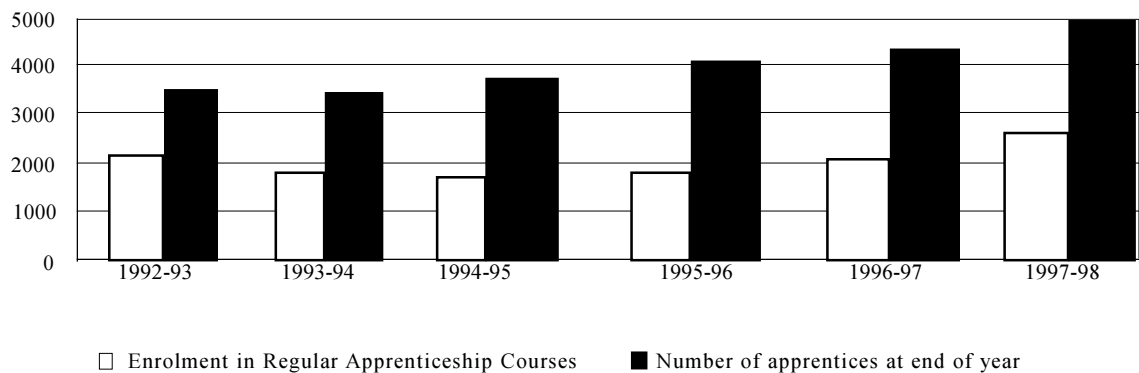
**Technical training is in partnership with Saskatchewan Tourism.

N/A - No activity

Interprovincial Standards Examinations, 1996-98

Trades	1997-98		1996-97	
	Number examined	Number passed	Number examined	Number passed
Agricultural Machinery Technician	54	46	44	35
Automotive Service Technician	99	71	69	55
Boilermaker	3	3	6	6
Bricklayer	3	2	1	1
Carpenter	67	33	51	22
Cook	66	41	31	11
Cosmetologist	160	136	151	137
Crane and Hoist Operator	6	5	4	2
Electrician	110	92	100	65
Electronics Technician (Consumer Products)	0	0	0	0
Floorcovering Installer	1	1	1	1
Glassworker	1	1	1	1
Heavy Duty Equipment Mechanic	35	16	30	22
Industrial Instrument Mechanic	26	21	26	23
Industrial Mechanic (Millwright)	45	43	51	48
Insulator	12	12	1	1
Ironworker Structural	0	0	22	9
Machinist	48	46	25	23
Motor Vehicle Body Repairer	24	16	18	15
Subtrade: Motor Vehicle Body Refinisher	0	0	0	0
Painter and Decorator	3	2	1	1
Partsperson	28	26	22	22
Plumber	31	26	29	27
Power Lineman	22	19	13	9
Refrigeration Mechanic	13	10	10	6
Roofer	3	0	3	2
Sheet Metal Worker	12	11	15	9
Sprinkler Systems Installer	4	3	2	1
Steamfitter Pipefitter	27	25	21	14
Steel Fabricator	1	0	0	0
Truck and Transport Mechanic	14	7	15	11
Welder	81	66	54	45
TOTAL	999	780	817	624

**Total Registered Apprentices and
Apprentices Enrolled in Regular Apprenticeship Courses
1992-93 to 1997-98**



Tradesperson Upgrading and Journeyperson Upgrading July 1, 1997 to June 30, 1998

These figures represent actual attendance in courses.

Trades	Tradesperson Upgrading	Journeyperson Updating**
Agricultural Machinery Technician	1	0
Automotive Service Technician	1	0
Boom Truck (Proficiency)	50	0
Carpenter	44	92
Cook	22	0
Crane and Hoist Operator	24	29
Electrician	11	57
Industrial Mechanic (Millwright)	13	22
Insulator	17	0
Machinist	2	0
Plumber	3	19
Refrigeration Mechanic	4	0
Steamfitter-Pipefitter	1	0
Truck and Transport Mechanic	1	0
Welder	33	48
TOTAL	227	267

** denotes funding provided by the Apprenticeable Trades Co-ordinating Group, Inc.

Canada-Saskatchewan Strategic Initiatives Agreement

In January, 1996, Saskatchewan signed a three-year agreement with Human Resources Development Canada for \$26 million to test new approaches to develop the province's labour force. One-half of this funding has been delivered through JobStart/Future Skills to assist employers and workers to meet Saskatchewan's skilled worker needs. The provincial funding has supported 600 employer-based training projects and created training opportunities for approximately 3,700 unemployed Saskatchewan residents. The other \$13 million is being used to pilot initiatives that will improve the links between the labour market and people seeking employment in Saskatchewan. Pilot projects are being tested in three key areas: labour market information, career services and work/study. All initiatives will be evaluated for effectiveness and learning for future programs and services.

Objectives

- To test a province-wide integrated approach for the development and delivery of local, provincial and national labour market information.
- To test community-based models of career services delivery using multi-media.
- To test new work/study concepts with a focus on exploring innovative approaches which strengthen the linkage between skills development and local labour market needs.
- To evaluate all pilot projects to determine their effectiveness, efficiency and potential for future programs and services applications.

Major Activities and Accomplishments

As of 1997-98, a total of approximately \$11 million was committed to 77 pilot projects throughout the province. Approximately 1,400 Saskatchewan residents received direct skills development and employment opportunities through these projects.

Labour Market Information

- The Labour Market Information (LMI) Strategic Initiative (SI) has been developed in conjunction with major stakeholders throughout the province.
- As of 1997-98, a total of approximately \$1.5 million has been committed to 26 pilot projects to develop a province-wide network for compiling and distributing labour market information. An Internet web site will provide a single access point to a wide range of local, provincial and national information to help people make informed decisions about education, training and employment.
- Labour market information products being developed for this province-wide network include industry sector, regional, occupational, wage rate and career related information.
- The labour market information products developed under this initiative will support federal/provincial labour market planning, and provincial career and employment services.

Career Services

- In 1996-97, a total of \$3 million was committed to three Career Services projects funded under Strategic Initiatives. This funding continued into 1997-98. The projects included one in Regina, one in northern Saskatchewan and one throughout rural Saskatchewan.
- All projects were active throughout the year. Each project has worked to develop positive relationships within their communities and to receive on-going input and direction from community partners. The geographic divisions of these projects have allowed for diversity within each region.
- All projects have utilized new technologies and approaches to improve access to career services and to respond to needs of the new economy.

Services for job seekers, students, the general public, counsellors and other professionals are being improved and expanded as a result of the partnerships built within these projects and the new technologies being put to practical use.

Work/Study

- During 1997-98, there were 21 Work/Study projects implemented for a total cost of \$5 million. There were \$2.9 million in sponsor and partner contributions, and \$2.1 million from the federal government through this Strategic Initiative. A total of 50 Work/Study projects were operating in 1997-98 involving 851 trainees.
- Examples of new approaches being tested in training and work experience delivery include:
 - partnerships between the public training system and community-based organizations;
 - training delivery by industry associations;
 - worksite training replacing traditional apprenticeship classroom training;
 - modular training in apprenticeship;
 - dual recognition of core training in apprenticeship trades;
 - entrepreneurship training for inner-city residents delivered by a neighborhood development organization;
 - full-package commercial pilot training delivered in partnership with northern operators; and,
 - development of a small business incubator for disabled persons.
- All Work/Study projects will be evaluated for successful approaches that can be incorporated in future programming.

Evaluation

- A contract was signed with Calibre Consulting in 1996-97 to conduct the evaluation of the Canada-Saskatchewan Strategic Initiatives Agreement.

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- The evaluation will focus on the process (formative) of implementation and operation of the Strategic Initiatives project plus the impact (summative) projects have on clients.
 - Evaluation results will benefit both orders of government, clients and the public through the determination of effective approaches to assisting Saskatchewan's labour market.
 - Evaluation results will be used to inform the transition to changes that result from the new activities to be undertaken by the province as a result of the Canada-Saskatchewan Labour Market Development Agreement.
 - To finalize and evaluate the Canada-Saskatchewan Strategic Initiatives in order to test new approaches to developing Saskatchewan's labour market.
 - To develop effective business and labour liaison for continuous improvement of Saskatchewan training programs.
 - To develop an evaluation and accountability framework for Saskatchewan training programs.

Institutions Branch

Future Programs Branch Objectives

- To maintain a quality training and employment programs delivery service.
- To work with employers, communities, training institutions, and special groups to implement the *Saskatchewan Training Strategy*.
- To support the implementation of the delivery of federal program funding through provincial programs for Saskatchewan residents on Employment Insurance.
- To support the implementation of a basic education training approach which improves funding support and increases flexible access for learners.
- To implement approaches to encourage increased skills training and retraining investments by employers and industry sectors.
- To implement the Apprenticeship Renewal plan including a plan for a new Apprenticeship Commission to meet the current and future needs of the employers and employees for skills development while maintaining provincial and national standards.
- To implement the EAPD program, the successor to the VRDP program, that will support programs and services that lead to employment for people with disabilities.

Institutions Branch works collaboratively with SIAST, regional colleges, private vocational schools and First Nations and Métis training institutions to advance the goals of the Saskatchewan Training Strategy.

The branch is responsible for policy development, funding, accountability and the administration of legislation and regulations, including the administration of five inter-provincial health training agreements. It is also responsible for career services and for a two-year Youth Futures pilot project in Prince Albert.

Objectives

- To develop policy and enhance system-wide coordinating mechanisms for planning and program development with public and private training institutions and other service providers.
- To take joint action with the training institutions and industry partners in the development and implementation of an accountability framework, new funding mechanisms and an equity framework.
- To provide and expand career development and employment services, and to enhance the public's access to these services.

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- To implement the Youth Futures, a pilot project, to test approaches for providing disadvantaged youth with education, training, work experience and other supports to prevent and reduce dependency on social assistance.
 - To strengthen private vocational schools and ensure safeguards for learners through joint industry/departmental committees.
 - To designate qualifying institutions worldwide for Canada and Saskatchewan Student Loans.

Major Activities and Accomplishments

Partner Institutions and Agencies

- Coordinated the development and implementation of a regional planning process and initiated the development of business plans with regional colleges and SIAST.
- Provided key inputs to consultations and design work on funding, accountability, equity, human resources (pay equity, collective bargaining and job evaluation plans) and facilities in support of provincial training institutions.
- A total of \$76.314 million was provided in grant payments to SIAST and nine regional colleges. Of this total, SIAST received \$67.9 million and the regional colleges received \$8.315 million.
- Provided \$2.163 million to the Dumont Technical Institute (DTI) for administration (operating grant) and specific training programs and services. DTI also has access to other sources of non-provincial funds to support its programs and services.
- Through its four campuses, SIAST provided technical-vocational, adult basic education, apprenticeship training, university courses and career enhancement programs to over 18,300 full-time and part-time students. In addition, SIAST managed over 32,000 individual course registrations in a variety of extension programs. The regional colleges managed in excess of 30,000 enrollments in various post-secondary programs and courses in rural Saskatchewan.

- Supported SIAST restructuring as a single, province-wide organization with four campuses. The restructuring process has set out a renewed and refocused role for SIAST resulting in improved coordination of programs across the province to better meet the needs of students, industry and business.
- Worked with Saskatchewan Labour Force Development Board (SLFDB) to analyze the contributions of the Community-Based Organizations (CBO) sector in the delivery of employment programs and services. The report *Community-Based Organizations A Profile of Employment Training Programs and Services in Saskatchewan* was prepared by the SLFDB recommending the future role of the CBO sector in the Saskatchewan training system.
- Provided \$341,000 in support of five inter-provincial agreements for Saskatchewan residents ensuring access to training in specific areas of the health sector. Currently, there are 57 Saskatchewan students enrolled in specific health programs in Ontario, Alberta and Manitoba.

Career Services

- Three Career Services Strategic Initiatives pilots developed several new multimedia services including CD-ROMs and community partnership development to extend access and effectiveness of training programs.
- Close to 4,500 clients were provided information on career, employment, and income support through the toll-free Career Information Hotline between July 1997 and June 1998.
- Provided several career resource publications, including *What to Study Guide 1995-96* and *Saskatchewan Prospects*, to assist individuals in making informed career decisions.
- A career labour market information web site (SUCCESS) was developed and made available for public use. Workshops were conducted to inform students, education partners and institutions about the web site. Between July 1, 1997 and June 30, 1998, there have been

approximately 60,000 hits on the web site averaging around 200 per day.

- Supported the Department of Education regarding career development in the Practical and Applied Arts curriculum for the K-12 school system.

Private Vocational Schools

- Forty-two private vocational schools (both Categories 1 and 2) trained over 4,300 students compared to 2,050 students in 1996-97. This increase over last year is due to the enrolment of 1,200 students in special police training by the new Royal Canadian Mounted Police school, and due to an increased enrolment in several other schools.
- Four new schools registered in 1997-98; thirty-four new programs were registered in a variety of program areas.
- Of the 1,658 students who completed programs in a Category 1 school, over 71% obtained employment. A Category 1 school provides

~~training to fee-payers. A Category 2 school~~ provides training to students whose training costs are paid by a sponsoring agency.

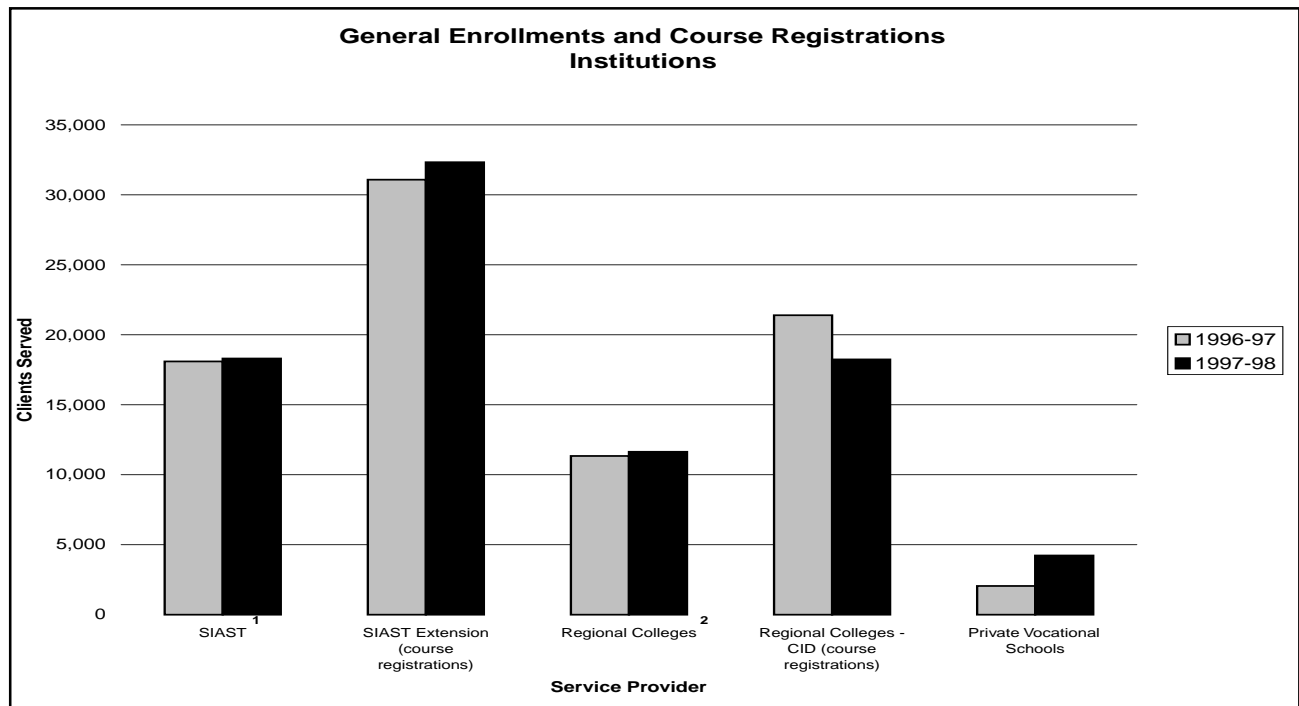
- New joint industry/departamental committees are in operation to strengthen private vocational schools and to provide consumer protection to students.

Designation of Post-Secondary Institutions for Student Loan

- Approved 89 additional institutions worldwide for Canada and Saskatchewan student loan designation.

Youth Futures

- In conjunction with Departments of Social Services and Education, worked with the community of Prince Albert to provide counselling, education, training and employment to 350 disadvantaged youth through the Youth Futures pilot project.



1. SIAST total number of full and part-time enrollments in certificate and diploma programs, Basic Education, Apprenticeship, university courses and extension programs.
 2. Regional colleges total number of full and part-time enrollments, vocational/technical (includes Apprenticeship, JobStart/Future Skills and SIAST extension), Basic Education, university courses and programs.
 3. Community and Individual Development (CID) courses (tuition fees for these courses are based on cost recovery for the institution).

Future Objectives

- To continue to play a key role with our institutional partners in the areas of equity, funding, accountability, and facilities.
- To complete the statutory SIAST and regional colleges' mandate reviews.
- To assist in the establishment of Canada-Saskatchewan Career and Employment Services.
- To strengthen the participation and involvement of First Nations and Métis training institutions/partners in the training system, and support Gabriel Dumont Institute/Dumont Technical Institute and the Saskatchewan Indian Institute of Technologies.
- To continue the monitoring, development and implementation of policies and mechanisms for improving prior learning assessment and credit recognition and transferability within institutional and work-based programs.
- To enhance access to career services through development of products, including multi-media, available at Canada-Saskatchewan Career and Employment Services across the province.
- To work with the federal government to make improvements on designation criteria for student loans, common to all provinces.
- To evaluate the Youth Futures Pilot project in Prince Albert.

Regional Services Branch

The Regional Services Branch was established in March 1998 following the signing of the Canada-Saskatchewan Labour Market Development Agreement. The branch will integrate programming and service delivery for social assistance recipients presently provided by the New Careers Corporation (NCC) and Employment Insurance clients presently provided by Human Resources Development Canada (HRDC). In addition, the branch will make a broad spectrum of career and labour market services readily accessible to all provincial residents through

the establishment of regional Canada-Saskatchewan Career and Employment Services.

Canada-Saskatchewan Career and Employment Services will include new and enhanced career and employment services that bring together, and replace, the former federal and provincial offices with a single service in each region. The service is supported by a new provincial electronic career services network and a range of provincial employment programs and services.

Objectives

- To transfer NCC staff and programming to the department on September 1, 1998.
- To transfer HRDC staff to the department on January 1, 1999.
- To establish Canada-Saskatchewan Career and Employment Services throughout the province by 2000.
- To identify and develop new and enhanced career and labour market services that are readily accessible to all provincial residents including unemployed people, students and trainees, workers, and employers.
- To strengthen partnerships with a variety of organizations and training institutions to ensure better integration and stronger links among career services, training and employment.
- To promote and facilitate a diverse and representative workforce through the provision of employment programming.
- To provide development opportunities to employees through training that supports and enhances the delivery of career and employment services to the public.

Major Activities and Accomplishments

- The focus of branch work to June of 1998 was the development of implementation plans for Canada-Saskatchewan Career and Employment Services including:
 - the development and negotiation with HRDC of an Employee Transfer Agreement which identifies the terms and conditions of the transfer of 114 full-time equivalent staff from the federal government to the province;
 - the design of career and employment services building on the experience of NCC, HRDC and the public training institutions;
 - the design of a regional delivery model for integrated Career and Employment Services; and,
 - the involvement of employees from NCC, HRDC, SIAST, regional colleges and a number of community-based organizations in consultations on the design of the services and their delivery.
- During 1997-98, \$3.4 million was provided to the New Careers Corporation for the provision of employment services. Approximately 7,000 clients received career and employment information services including client assessments and the development of individual action plans.

University Services Branch

The University Services Branch is responsible for the design, development, implementation, and evaluation of government's strategic involvement with the province's university sector and the Aboriginal institutions delivering university programs. The branch administers the two universities' Acts, the core contract for the Gabriel Dumont Institute, as well as program specific contracts for the SUNTEP, NORTEP and NORPAC agreements. It also administers the Western College of Veterinary Medicine interprovincial agreements.

Objectives

In 1997-98, the branch continued the university revitalization process begun in 1996-97, focusing its energies on the initial implementation of the recommendations made by *The Report of the Minister's Special Representative on University Revitalization*.

- Efforts centered on working collaboratively with the two universities to establish the terms of reference and initiate reviews of operating and capital funding, as well as learning technologies called for by the Report.
- The branch supported the establishment of a wide array of joint administrative and program initiatives between the two universities.

Major Activities and Accomplishments

- Provided analytical and technical support to DesRosiers and Associates as they conducted their reviews of university operating funding and capital.
- In collaboration with the two universities, developed criteria for assessing proposals submitted to the \$3 million joint initiatives fund established in 1997-98.
- Continued to serve as Secretariat to the Government-Universities Consultation Committee and the Universities Coordinating Committee.
- Carried out reviews of the Gabriel Dumont Institute, Northern Teacher Education Program (NORTEP) and the Saskatchewan Urban Native Teacher Education Program (SUNTEP) agreements with respective stakeholders in preparation to undertaking their renegotiation.
- As part of the revitalization process, the branch worked with the University of Saskatchewan to make possible an early retirement incentive plan for faculty renewal.
- University of Saskatchewan and University of Regina served a combined total of 24,089 full-time equivalent students

(University of Regina - 8,420; University of Saskatchewan - 15,669). The two universities served a total of 35,703 students when full-time and part-time enrolments are combined.

- The NORTEP/NORPAC teacher education program in La Ronge has a total of 131 students registered as of September 30, 1997. Twelve students graduated with a Bachelor of Education degree in 1997-98.
- The SUNTEP program offered through the Gabriel Dumont Institute in Prince Albert, Saskatoon and Regina had 28 students graduate with a Bachelor of Education degree in 1998. Total student body as of September 30, 1997, is 192.

Future Objectives

- Efforts in the university sector in 1998-99 will be directed toward deriving implications and developing strategies for translating the DesRosiers Report and learning technologies studies into operation.
- The branch will contribute to the development and implementation of a provincial framework for research and development, including a review of the relationships between individual government departments and the universities.
- A project with the Provincial Auditor and the two universities will focus on the articulation of a strategic plan for university renewal.
- Aboriginal agreements will be concluded.

Student Financial Assistance

The Student Financial Assistance Unit administers financial assistance programs for qualified Saskatchewan residents enrolled in approved courses of study.

Objectives

- To provide financial assistance to students to supplement their other available resources, such as training allowances, summer employment income, other academic awards, net assets or family support.
- To encourage and assist academically qualified and financially needy students to participate in post-secondary education.
- To encourage students from low income families and disadvantaged groups to participate in education programs, skills training and the workforce.

Major Activities and Accomplishments

- More than 14,000 students were authorized to receive approximately \$46 million in Lender-financed Saskatchewan Student Loans during the first loan year of the March 12, 1996 agreement between the province and the Royal Bank of Canada. These students will repay these loans and their previous Saskatchewan Student Loans to the Royal Bank rather than to the province.
- More than 1,000 student borrowers in good standing are now repaying their Saskatchewan Student Loans to the Royal Bank instead of the province as part of a two-year agreement signed on July 7, 1997 by the province and the Royal Bank. Further provincial loan accounts will be transferred in the coming year. A risk premium of 5%, is paid by the province to the Royal Bank, when the balance is transferred and the student borrowers retain the same interest rates, repayment terms and eligibility for Saskatchewan Interest Relief.
- More than \$61 million in Canada Student Loan assistance was authorized to approximately 15,000 full-time students.
- In the third year of the Special Opportunity Program more than 300 students with permanent disabilities, high need part-time students and female doctoral students were offered assistance in addition to student loans.

- Three thousand six hundred and four students received income support of approximately \$16 million from the Provincial Training Allowance. These students were enrolled in basic education, bridging or short skills courses of less than 12 weeks.
- Three hundred and eighty-one young people received income support of nearly \$2 million through the Provincial Youth Allowance while participating in the Youth Futures pilot project. The project is testing new approaches to help individuals aged 18 to 24 years in becoming independent from social assistance.

Future Objectives

- To implement debt reduction measures and other proposals to help alleviate some problems faced by students, highlighted in a report by the Minister's Task Force on Student Assistance, and the Minister's response in January 1998 which will come into effect on August 1, 1998.
- To continue to work with the Royal Bank in activities surrounding Lender-financed Saskatchewan Student Loans.
- To monitor and evaluate services to students under the Saskatchewan Student Assistance Program in consultation with the Student Aid Fund Trustees, the Scholarship, Bursary and Loans Committee and the federal government.
- To develop a centralized payment system for Provincial Training Allowance and Provincial Youth Allowance.
- To monitor and evaluate the effectiveness of the Provincial Training and Youth Allowances in increasing access to training and promoting independence from social assistance.
- To develop and implement a skill loans and grants program for Employment Insurance clients under the LMDA.

Policy and Evaluation Branch

The Policy and Evaluation Branch was established in June 1996. The branch provides policy development, research and information, and evaluation services to support the department's priorities for post-secondary education, skills training and labour market services.

Objectives

- To develop policies and plans, in cooperation with program managers and other partners, to address major issues in post-secondary education and training.
- To contribute policy advice, research services and analytical expertise to shaping the department's strategic priorities and directions.
- To support the development of linkages among department plans, government-wide priorities, and interdepartmental initiatives.
- To lead the development of policies and processes to improve accountability within the post-secondary system.
- To provide evaluation services to design and carry out program and policy reviews to assess results and to identify areas for improvement.
- To improve labour market information and planning by working with a range of partners to provide accessible and relevant information to the public and other users.

Major Activities and Accomplishments

- ***Saskatchewan Training Strategy***
 - Provided policy analysis, research and development expertise to help shape components of the training strategy including:
 - ◆ SIAST's role in the training strategy;
 - ◆ enhanced career, employment and labour market information services;
 - ◆ redesign of employment programs for social assistance recipients;

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- ◆ delivery of regional training and labour market services;
 - ◆ creation of sector partnerships;
 - ◆ support for community-based organizations;
 - ◆ policies to promote equity throughout the training and labour market services system;
 - ◆ new funding models to support the training strategy; and,
 - ◆ processes to improve accountability and evaluation for continuous improvement.
- **Student Financial Assistance** - Provided support to the Student Assistance Task Group, including research services and the production of draft reports. The Task Group was appointed by the Minister to recommend possible improvements to current student assistance programs and to present innovative approaches to student assistance that Saskatchewan could advance with the federal government and the other provinces.
 - **Indian and Métis Policy and Research**
Developed the department's mandate to enhance Indian and Métis involvement in decision making processes and governance within the post-secondary education and training sector.
 - **Poverty Reduction Initiatives**
Cooperated with other departments to develop strategies and program responses to reduce poverty in Saskatchewan, including enhancements in education and training programs.
 - **Labour Market Information and Planning**
 - **Canada-Saskatchewan Strategic Initiatives** - Co-chaired, with the federal government, the Labour Market Information (LMI) Working Group under Canada-Saskatchewan Strategic Initiatives. The LMI Working Group is charged with developing and implementing pilot projects to test new ways for gathering labour market information and making it available to a wide range of users, including students, job seekers, career counsellors, institutional planners, program managers and government departments.
- LMI projects were initiated in the following areas:
- ◆ Saskatchewan Sector Studies: will identify and examine current and future human resource issues and needs within nine industry sectors.
 - ◆ Saskatchewan Wage and Salary Surveys: contracted to Statistics Canada to produce wage and salary information in Saskatchewan.
 - ◆ Union Wage Rate Database: will contain wage and salary information from all union collective agreements in Saskatchewan.
 - ◆ Labour Legislation and Regulations: will provide questions and answers on current Saskatchewan labour legislation and The Occupational Health and Safety Act.
 - ◆ First Nations Client Tracking System: will be linked to the Aboriginal citizen database and will track First Nation clients who receive training and counselling services until they become employed.
 - ◆ Saskatchewan Métis Employment Strategy: will develop employment strategies to promote economic self-sufficiency for Métis people.
 - ◆ Strategic Initiatives Forecast: will produce and validate provincial economic and labour market forecasts by purchasing the Provincial Economic Model of Saskatchewan and utilizing the Economic Development Input Output Model and the Canadian Occupational Projection System.
 - ◆ Saskatchewan Job Futures: will research and rewrite the national Job Futures publication to include Saskatchewan content.
 - ◆ Partnership Access to the National Labour Market Information System: will provide partners access to the National LMI System.

- **Accountability and Evaluation**

- **Canada-Saskatchewan Strategic Initiatives**

Co-chaired, with the federal government, the Evaluation Working Group under Canada-Saskatchewan Strategic Initiatives. The Evaluation Working Group has responsibility for developing the evaluation framework for Strategic Initiatives and overseeing the implementation of evaluation of pilot projects for work-study options, career services and labour market information. Evaluation methodologies, processes and timelines were established and formative evaluations for all projects were initiated. Summative evaluations will be completed in 1998.

- **Accountability Framework for the Saskatchewan Training Strategy**

Work was begun to develop an accountability framework to assess progress in achieving the goals and objectives of the training strategy.

- **Pan-Canadian Education Indicators**

Provinces are working together through the Council of Ministers of Education, Canada to devise a set of Pan-Canadian education indicators. Input from the department was prepared to assist in developing the indicators and to ensure relevance to post-secondary education and training in Saskatchewan.

- **Program Evaluations**

Advice and expertise were provided to assist in the development of an Evaluation Policy Framework for all department programs and services.

- To provide environmental scans and analysis on changes in the labour market and implications for post-secondary education and training.
- To develop and implement accountability and evaluation frameworks and processes for the *Saskatchewan Training Strategy* in cooperation with program managers, institutions and service providers receiving public funding.
- To oversee evaluation of Strategic Initiatives pilot projects and completion of evaluation reports.
- To develop joint strategies with Human Resources Development Canada for labour market information, evaluation and accountability under the new Canada-Saskatchewan Labour Market Development Agreement.
- To coordinate department input into the future development of the Pan-Canadian Education Indicators Program and the work of the Canadian Education Statistics Council.
- To develop and implement a system-wide approach to education and employment equity as part of the *Saskatchewan Training Strategy*.
- To support development of a new funding model for programs and services within the *Saskatchewan Training Strategy*.
- To develop policy directions for programs to provide financial support to learners, including the student loan programs, the provincial training allowance and skill loans and grants.
- To provide department input and contributions to government-wide initiatives related to poverty reduction, Aboriginal initiatives, and economic development strategies.
- To provide ongoing support for shaping the department's strategic directions and priorities.
- To facilitate implementation of the department's Evaluation Policy Framework and develop evaluation workshops.

Future Objectives

- To complete LMI Strategic Initiatives pilot projects, including a provincial labour market information system available to the public via the Internet and a wide area network for institutional and government users.
- To improve inter-departmental cooperation in identifying emerging labour market needs and to undertake trend analysis and policy development in response to these trends.

Intergovernmental Relations Branch

The Intergovernmental Relations Branch provides policy development, advice and support in areas where provincial post-secondary education, skills training and labour market development policies affect or are affected by related policies of the federal and other provincial and territorial governments.

Major Activities and Accomplishments

- In 1997, the branch was involved in a number of activities with the federal government and other provincial/territorial governments including:
 - negotiation and completion of the Canada-Saskatchewan Labour Market Development Agreement;
 - Secretariat support to the Forum of Labour Market Ministers (FLMM) on behalf of the federal, provincial and territorial governments across the country;
 - coordination and leadership in the development of a national youth employment strategy and the development of a complementary provincial youth employment strategy;
 - ongoing implementation of the labour mobility chapter (7) of the Agreement on Internal Trade; and,
 - research, coordination and policy development and support to:
 - ◆ the activities and issues of the Council of Ministers of Education of Canada (CMEC) and the Ministerial Council for Social Policy Renewal; and,
 - ◆ the development of the Canada-Saskatchewan Immigration Agreement.
- The branch has also provided lead policy support and advice to the department and other departments on the labour market development issues of Aboriginal people and youth within the province.
- As well as policy support, the branch has responsibility for the Partnerships program providing wage subsidies for student summer employment. In 1997, this program created 1,375 opportunities for Saskatchewan youth to earn valuable work experience and wages with which they could finance their post-secondary education.

Future Objectives

- To review initiatives with FLMM.
- To support CMEC initiatives including the development of the Post-Secondary Expectations project by the University Services Branch.
- To support the negotiations of the LMDA.
- To coordinate the implementation of the LMDA.

Technology-Enhanced Learning

The branch is responsible for promoting the use of technologies to enhance teaching and learning, extend access to learning in different ways and places, and develop niche potential for the province's post-secondary education and training programs and services. The primary role is to foster collaboration in setting strategic directions that reflect public concern for access and quality. The branch also establishes budget priorities and provides grants to public post-secondary education and training institutions to support new approaches to teaching and learning, using technologies.

The branch encourages collaboration among post-secondary education and training partners through activities such as:

- committees, symposia, and other consultation mechanisms;
- annual funding to the universities and SIAST for enhanced-learning through technologies; and,
- annual funding to the Saskatchewan Communications Network (SCN) to operate the provincial telecommunications network for education and training.

Objectives

- To collaborate with education and training partners to develop and implement a provincial policy framework for the integration of technologies in learning.
- To encourage partnerships among educators, libraries, delivery agencies and the private sector to develop learning resources and instructional strategies, using communications technologies.
- To establish criteria and processes for allocating program development and support funds, based on the priorities identified for technology-enhanced learning.
- To promote coordination of resources to ensure appropriate technology and network access for learning by building on existing capability.

Major Activities and Accomplishments

Collaboration to Provide Access to Learning, Using Communications Technologies:

- Coordination of a Technologies in Learning Working Group, with participants from the universities, SIAST, regional colleges, provincial library, SCN and SaskTel, to outline issues, challenges and priorities for collaborative action.
- Discussion Paper on *Technology-Enhanced Learning* (December 1997), prepared in cooperation with the Working Group, recommending province-wide collaboration, and strengthened support from the department and SCN - circulated for further feedback on strategic directions.
- Liaison with telecommunications service providers (SCN and SaskTel), other government departments, and post-secondary institutions to determine access options and needs.
- Cooperation with Council of Ministers of Education, Canada (CMEC) to identify issues for a study on technology-mediated learning; liaison with federal Office of Learning Technologies on funding for Saskatchewan initiatives.

Multimedia Program Development and Support Fund

- Allocation of \$250,000 to the universities and SIAST for ten projects designed to create more flexible ways to learn, using technologies, on campus, at work, or at home. Funding helped to lever significant partnerships, with in-kind and financial support valued at nearly \$1 million.
- Strategic priorities included collaboration, sustainability, appropriate formats, and access in rural and northern communities. Following is a summary of programs funded:
 - Web-based math resources, with learner and instructor support, for various levels of study and testing, from basic upgrading and foundations for adult and Aboriginal learners, to first year university — universities and SIAST, with Cameco, northern and Aboriginal institutions, regional colleges, and SaskTel;
 - Multimedia software with graphics and actual models for teaching petroleum and electronics engineering, as part of an integrated inter-provincial program in science and engineering — universities, with SIAST, regional colleges, and Information Systems Management Corporation (ISM);
 - Web-based interactive geography course in environmental sciences, with access to digital materials and databases, for rural and northern communities — University of Regina, with regional colleges, heritage, environment and geological organizations;
 - Framework for web-based instruction and multiple simulations of basic computer science concepts for information technology courses in remote regions — University of Saskatchewan, with SIAST;
 - Web-based and CD-ROM resources for teacher education, with WWW links, database and auto-subscription feature for international and inter-institutional use — universities in partnership with teacher associations;

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- Master cardiorespiratory assessment module, integrating web-based and CD-ROM formats for clinical use, learning evaluation and study in undergraduate programs in physiotherapy, nursing and medicine, and health care in rural areas — University of Saskatchewan, with three out-of-province universities and the Saskatchewan Lung Association;
 - Online and computer-mediated Advanced Emergency Medical Technician program for work-based training and access to expert services personnel in rural communities — SIAST, with regional colleges, health and medical organizations;
 - Workshops and seminars, throughout the regional college system, to train instructors in the use of technologies — Southeast Regional College, in conjunction with the universities and SIAST; and,
 - A professional development workshop on *Teaching, Learning and Technologies Roundtables*, for university, SIAST and regional college teams of faculty, administrators and technology experts – University of Saskatchewan.
- Resources developed with funding in previous years are now becoming available and are earning recognition outside the province. These include net-based and CD-ROM math, computer science, geography and anatomy modules. Some, including computer-mediated Math Readiness and Basic Education, have received further assistance for subsequent phases from the federal Office of Learning Technologies.

Distance Learning

- Consultations with the Distance Education Program Review Committee (DEPRC), representing the universities, SIAST, regional colleges, Aboriginal institutions, and Saskatchewan Education, to determine priorities for course development and delivery through SCN and strategies for distance learning in the province.

- Approximately one-half of SCN's resources were devoted to the Training Network. This enabled televised delivery of forty-six university, technical and high school credit courses, with 2,714 registrations, at from four to 35 sites throughout the province, using 1,174 hours of SCN satellite time. More than half of these courses supplemented television with face-to-face, print and audio/videotapes, and two-used computer communication. This reflects a desire for greater flexibility in distance learning.
- The department provided \$7.28 million in operating funding to SCN in 1997-98.

Future Objectives

- To continue to work with post-secondary education and training institutions, industry, governments and other partners to identify needs and priorities for technology-enhanced learning to enable people and institutions to participate in a global networked learning environment.
- To continue to emphasize government priorities for responding to the needs of learners, including collaboration to provide equitable, flexible, and affordable access; coherent, effective and sustainable delivery; and diverse, high quality programs and services.
- To investigate other models for partnerships in using technologies for teaching and learning, including options for leveraging funding from other sources.
- To evaluate and communicate success of technology-enhanced learning programs.
- To develop a policy framework and action plan for technology-enhanced learning, based on input from stakeholders and education institutions.

Human Resources Branch

The Human Resources Branch, a shared service with the Department of Education, provides advice, support and leadership in the strategic planning and management of department human resources. The branch also provides labour relations and compensation services to the regional colleges.

Objectives

- To provide leadership to the department in the areas of personnel, payroll and benefits administration and labour relations.
- To develop employees through secondment, exchange and other learning activities that ensure employees are adequately prepared to provide an efficient and effective service to the public
- To work with the department Union Management Committee to demonstrate a commitment toward working together, enhancing the working environment in the department and increasing awareness of employment equity issues.
- To lead internal committees to provide a safe and healthy workplace for our employees.
- To provide leadership in Human Resource planning and organizational development.

Major Activities and Accomplishments

- Provided support and advice to managers and employers on contract interpretation and issue resolution.
- Provided support and advice on staffing to managers to meet their resource requirements:
 - 15 permanent positions were staffed;
 - 10 Summer Students were hired;
 - 5 Co-op Students were hired; and
 - 11 individuals were seconded from other departments/agencies to provide individual development opportunities as well as meeting the immediate skill and program needs of the department on a temporary basis.

- Provided support and advice on the devolution of the New Careers Corporation and implementation of the Saskatchewan Training Strategy.
- One hundred and ninety-five employees attended learning and development opportunities that supported employees in providing quality client service. The average number of days of training per employee was 3.42 that represents an increase 2 days per employee from the previous year.
- Through department committees, provided information and training sessions that supported employees health and safety. Topics included:
 - Occupational Health & Safety Training for committee members
 - Orientation to Ergonomics in the Workplace;
 - Anti-Racism/Discrimination Workshops;
 - Anti-Harassment Workshops; and,
 - First Aid/CPR Training.
- Worked with staff and union management committee demonstrating commitment to cooperative relationships.
- Provided support and advice to employees in the areas of personal development, performance management, employee assistance and benefits through consultation and referrals.
- Provided service to the regional colleges on an ongoing basis in the negotiation and interpretation of contracts, compensation and personnel policy.
- Provided support to college management on an ongoing basis in conflict resolution along with grievance and arbitration procedures.
- Participated at the provincial bargaining table and on Human Resource committees in developing Human Resource policies and legislation.
- Supported managers and employees during the development of the New Class Plan.
- Exceeded the non-permanent employment equity goals—42 individuals from employment equity designated group members were hired as non-permanent staff.

- Provided equipment and resources to assist staff who required special accommodations to perform job duties: i.e. automated doors were installed throughout all buildings.
- Supported staff attendance at Employment Equity Conferences and events.

Future Objectives

- To provide leadership in Human Resource Planning.
- To provide leadership to the department in the areas of personnel, payroll and benefits administration and labour relations.
- To provide support and advice on staffing to managers to meet their resource requirements.
- To develop employees through secondment, exchange and other learning activities that ensure employees are adequately prepared to provide an efficient and effective service to the public.
- To support and advise managers and employees on employment equity.
- To support the department union/management committee to demonstrate a commitment toward working together and enhancing the working environment.
- To lead internal committees to provide a safe and healthy workplace for our employees.
- To provide service to the regional colleges on an ongoing basis in the negotiation and interpretation of contracts, compensation and personnel policy.
- To provide leadership in the development of employee transfer agreements to support a regional delivery training system.
- To support the creation of the Regional Services Branch through the transfer of New Careers Corporation and Human Resources Development Canada staff to an enhanced delivery system in the province.

- To support government operations through participation at the Provincial Bargaining table.
- To provide managers and employees with advice during the implementation of the New Class Plan.
- To provide support and advice to managers and employees on implementation of negotiated changes to the Collective Agreement.

Communications Branch

The Communications Branch, a shared service with the Department of Education, supports the strategic directions for post-secondary education and skills training in Saskatchewan and reflects government-wide priorities.

- Mission: “We work with people to send clear messages to others”.
- Mandate: “We support the department’s mandate by giving the Minister and staff professional advice and communications tools to do their jobs successfully”.

A wide range of public information was provided by the branch on topics related to the department programs, services and policies respecting post-secondary education and skills training.

Objectives

- To develop responsive central communications services.
- To provide excellent client-centred services.
- To focus all communications proactively on issues and stakeholders.
- To enhance education partnerships, participation and cooperation in implementing programs and policies.
- To increase public awareness and support for department programs.

Major Activities and Accomplishments

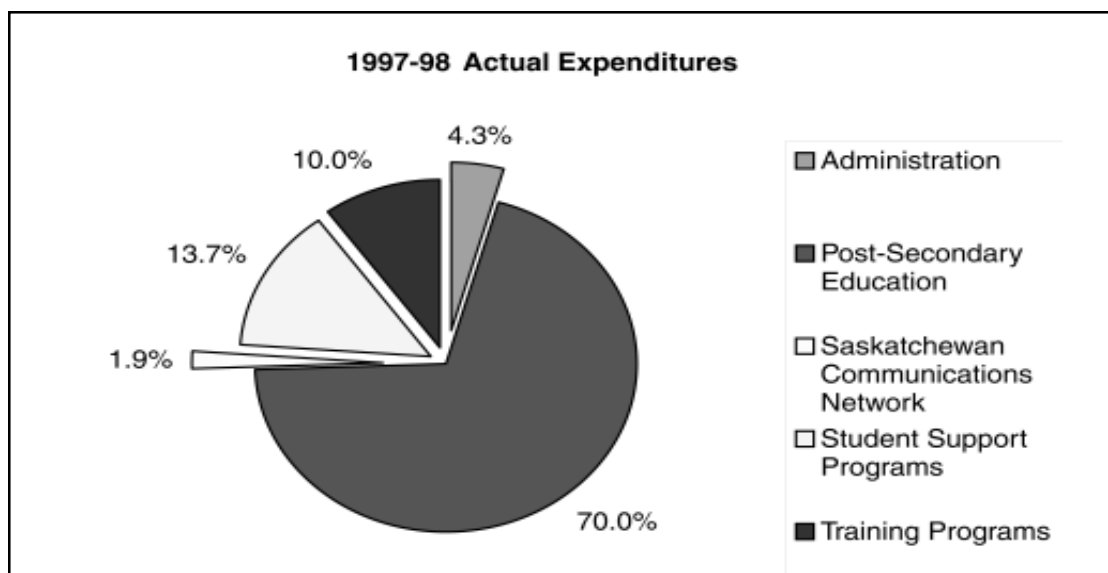
- Strategic plans were prepared to identify key education and training messages, themes and link specific strategies required to the department budget and government-wide priorities.
 - Communications research and evaluation took place, with outgoing participation in provincial public opinion polling, focus group research and media monitoring. This helped identify education and training issues and public attitudes.
 - The branch provides a full range of communications consulting and activities. This included writing and other support for public consultations, ministerial and other special events. Coordination of news releases and media relations continued.
 - The branch provided advice respecting the application of communications technology.
 - The branch managed the department's central communications budget, correspondence, printing and public inquiries, as well as program advertising and promotional requirements.
- To continue to develop and implement strategic communications plans and issues management processes.
 - To provide effective central communications support services within approved policy, procedure and operating guidelines.
 - To ensure that department communications reflect the public education and training issues identified by learners, educators and other Saskatchewan people.
 - To enhance public communications research and evaluation.

Future Objectives

- To support the department's and government's priorities and strategic directions.

Finance and Operations Branch

The Finance and Operations Branch is a shared service which provides financial, operational, technological, contractual, legislative, administrative and research support to both Saskatchewan Post-Secondary Education and Skills Training, and Saskatchewan Education. It performs a leadership role in the development of policy and services that support the financial, budgeting, technological and administrative elements of departmental programs and priorities. Financial responsibilities include the distribution of operating and capital grants to post-secondary and skills training institutions. Targeted



funds are also available for specific purposes or to specific groups.

The branch has a separate element, which works on special projects to provide financial policy analysis and development advice to the department on an ad hoc basis. For example, it worked on enhancements to the financial and management reporting of SIAST, the regional colleges and the universities, coordinated the budget development process, as well as providing advice and research on the development of the Provincial Training Allowance, funding mechanisms for program delivery, the wind-down of New Careers Corporation, and the development and implementation of regional services.

Financial Planning and Administrative Services Unit

This unit is responsible for all financial and policy planning, accounting, budgeting, administrative policy and support activities including mail services, accommodations development and planning.

Objectives

- To provide management services including accounts administration, budget/financial planning and management reporting, contractual review for accounting implications, contract administration, internal auditing and property management.
- To ensure the department operates as cost-effectively and efficiently as possible in order to meet program and fiscal responsibilities.
- To provide administrative and support services in order to meet program requirements, including procurement, accommodations, equipment and mail services.
- To provide management consulting, financial policy and analytical advice.

Major Activities and Accomplishments

- Managed the 1997-98 fiscal process and the 1998-99 budget planning process.
- Ensured the department's overall budget target was met at year-end.
- Prepared monthly fiscal forecasting reports and processed 36,000 invoices for payment (including 6,600 grant payments) for both departments. This equates to 30 invoices/per staff each and every business day.
- Coordinated all department purchasing and acquisition of telephones, accommodation, furniture, government vehicles and equipment.
- Implemented the department's operational schedule for records retention.
- Exceeded government standards in the timeliness and accuracy of payments.
- Participated on intra-departmental task teams, external committees and represented the department involving program and financial issues.

Future Objectives

- To review current administrative and financial policies with a view to strengthening public accountability across all post-secondary educational and skills training sectors.
- To research and develop strategies to address major challenges within the current policy and funding models for post-secondary education and skills training.
- To continue to initiate processes with our partners to enhance co-operation and information sharing.
- To develop an overall Global Plan for accommodation and equipment management for both departments.

Facilities Planning and Capital Grants Unit

In the post-secondary and skills training sectors, funding for construction costs may come from a number of sources: provincial, federal, and/or local fund-raising and private donations. Funding is provided to the institutions based on the requirements of the approved projects as they proceed. □

Objectives

- To share the responsibility for planning and financing post-secondary education facilities and skills training facilities.
- To encourage educational partners to take an active role in longer term projects, planning and identification of funding options.

Major Activities and Accomplishments

- Total capital budget for 1997-98 was \$13.7 million to the post-secondary and skills training institutions. This allocation of funding provided for the following:
 - \$0.5 million for SIAST to upgrade equipment and facilities to keep pace with industry developments.
 - \$11.0 million for university capital to provide additional safety upgrades to facilities and upgrade academic equipment.
 - \$0.2 million for renovations to regional □ colleges.
 - \$2.0 million for capital related to the implementation of the *Saskatchewan Training Strategy*. □
- Initiated the development of a Post-Secondary Capital Strategy for the training sector.
- Worked with the universities on capital project evaluation methods.

Future Objectives

- To continue emphasizing financial accountability of capital decisions by trustees of post-secondary institutions.
- To complete and implement a new Post-Secondary Capital Strategy for the training sector.

- To establish new rural delivery centres for career and employment services as a result of the signing of the Labour Market Development Agreement with the federal government.
- To work with the universities to access the recommendations for capital from the DesRosier Report.

Corporate Information and Technology Unit

The unit manages the development, operation and maintenance of a broad range of information technology and systems, including databases, networks and automated systems, to enable department staff and our education, training and labour market planning communities to carry out their responsibilities.

Objectives

- To manage the development and implementation of new systems applications.
- To operate and maintain computer information systems.
- To develop and maintain various electronic networks.
- To undertake needs assessment and business analysis in support of technological advancement.
- To establish standards for operation and management of application infrastructure and architecture to support the businesses of the department.
- To provide ongoing software, hardware and training support to department staff.

Major Activities and Accomplishments

- The Corporate Information Management strategic approach was updated to make it more strategic, sector wide and broader in scope by adding the application of technology to learning and information technology as a discipline for study.
- The One Client Service Model (OCSM) was developed as the framework to guide development of systems under the *Saskatchewan Training Strategy*.
- Systems development was completed to support the new Provincial Training Allowance under the *Saskatchewan Training Strategy*.
- Development was initiated on a new Career and Employment Information System and a new Apprenticeship and Trades Certification System to support the *Saskatchewan Training Strategy*.
- A Wide Area Network was implemented to link all Labour Market Information and Career Services partners together electronically in a common and shared network under the umbrella of the federal/provincial Strategic Initiatives program.
- A framework and plan was developed to address the labour market shortage of informational technology professionals.
- The migration of all department staff to the Microsoft Office Suite and Microsoft Outlook/Exchange email, which is Internet capable, was completed.
- Work continued to ensure departmental systems meet the standards required for Year 2000.
- The Support Centre provided ongoing micro computer support and training, along with network support to the two departments and their regional offices. Over 8,000 calls were handled in 1997-98.

Future Objectives

- To continue to develop processes and plans in support of the Corporate Information Management approach, which will build the information management technology framework for the department.
- To service and coordinate the systems, network and information needs required by the Provincial Training Strategy, the department and our partners.
- To work with our partners, SaskTel and other government agencies, to further the development and maintenance of the data network in the province for elementary and secondary education program delivery and administrative support.
- To complete compliance requirements for Year 2000.

Legislative and Contract Services Unit

The unit provides a consultative and administrative role to the department in the development of legislative instruments. It also is responsible for the review and administration of all contracts within the department.

Objectives

- To ensure consistency and timeliness in the preparation and submission of legislative instruments and the review and processing of contracts.
- To ensure efficiency and effectiveness in the contract review and administration process.
- To minimize risk to the department in the preparation of contracts.
- Coordinate responses to inquiries under *The Freedom of Information and Protection of Privacy Act*.

Major Activities and Accomplishments

- Prepared and sent forward more than 280 legislative instruments to Cabinet Secretariat for review and approval for both departments.
- Reviewed and processed over 550 contracts for both departments.
- Developed electronic templates for all Cabinet documents, including generic contract agreements.
- Produced an administrative support manual on packaging, format and timeline requirements of cabinet documents.
- Provided legal and administrative assistance in the development of the *Saskatchewan Training Strategy*, the Labour Market Development Agreement, the Provincial Training Allowance and various information-sharing agreements.
- Established a legislative and regulatory reference library for the department.

Future Objectives

- To enhance the automation of the contract review and administration process.
- To improve the turnaround of contracts and time-sensitive legislative instruments.
- To provide training to support personnel in the department to assist them in preparing legislative instruments and contracts.

Resource Centre Unit

The mandate of the Resource Centre is to support the information needs of the department. □

Objectives

- To maintain and make accessible a centralized collection of professional materials.

- To provide research and acquisition services.
- To provide a journal routing service for staff's professional development.
- To participate in the multi-type library system in Saskatchewan.

Major Activities and Accomplishments

- Handled 2,498 research requests and requests for information, an increase of 279 research requests from 1996-97.
- There were 13,706 items — an increase of 4,763 items from 1996-97.
- Implemented a client/server version of the Resource Centre's automated library system to enable Regina clients to have desktop access to the Resource Centre's database of 18,000 titles. Clients outside of Regina access the Resource Centre's database via the web catalogue.
- Began automating the circulation system by implemented a scanner and bar coding the collection.
- Automated the processing and routing of journals.
- Discarded over 4,000 outdated items from the collection.
- Maintained a list of relevant web sites for the department.

Future Objectives

- To continue serving as a facilitator for clients in their efforts to retrieve information.
- To keep abreast of changes in technology and advise clients of new methods of informational retrieval.
- To continue to maintain a centralized collection and make it accessible.
- To complete bar coding the collection of 27,000 items.

**DEPARTMENT OF POST-SECONDARY
EDUCATION AND SKILLS TRAINING**

1997-98 Actual and Budget Revenues

	Actual	Budget	Difference
Privileges, Licenses and Permits			
Privileges, Licences and Permits			
Occupational Certificates	57,256	49,300	7,956
Rentals	113,848	119,000	(5,152)
Examination Fees	93,641	116,150	(22,509)
Sales, Services and Service Fees			
Other Services	12,906	9,500	3,406
Private Vocational School Registration Fees	22,825	18,000	4,825
Interest, Premiums, Discount and Exchange			
Profit on Foreign Exchange	18	200	(182)
Receipts from Other Governments			
V.R.D.P.	2,140,257	2,137,470	2,787
Canada/Saskatchewan Training Agreement	4,360,000	4,360,000	0
Other Federal Contributions (Student Aid Fund)	5,673,855	6,188,582	(514,727)
Other Revenue			
Casual Revenue	261,720	5,000	256,720
Revenue of Previous Years Expenditures	40,078	25,000	15,078
TOTAL	12,776,404	13,028,202	(251,798)

**DEPARTMENT OF POST-SECONDARY
EDUCATION AND SKILLS TRAINING**

**1997-98 Actual and Budget Expenditures and number
of Full-time Equivalent Positions (FTEs) Used**

	Actual	Budget	Actual FTEs
Administration and Shared Services			
Administration	578,985	614,000	10.0
Shared Support Services	2,290,948	1,819,000	35.1
Accommodation and Central Services			
	1,626,997	1,427,000	
Post-Secondary Education			
Operational Support	2,715,655	2,716,000	41.4
Universities, Federated and Affiliated Colleges & Other Educational Agencies	173,389,485	172,184,000	
University Special Initiatives	3,000,000	3,000,000	
Saskatchewan Universities - Urban Parks	802,000	802,000	
Interprovincial Agreements	282,656	341,000	
SIAST – Operating Grant	54,440,000	54,440,000	
SIAST – SPMC Grant	13,559,000	13,559,000	
Regional Colleges	9,333,951	9,335,000	
Multi-media Course Development	250,000	250,000	
Post-Secondary Capital	15,240,000	13,740,000	
Student Support Programs			
Operational Support	4,836,512	3,913,000	87.3
Saskatchewan Student Aid Fund	28,415,000	28,715,000	
Saskatchewan Partnerships Student Employment Program	612,876	897,000	
Provincial Training Allowances and Youth Allowances	12,040,835	18,629,000	
New Careers Corporation	11,884,000	11,884,000	
Employment Development Programs	127,726	250,000	
Training Programs			
Operational Support	4,665,000	2,840,000	49.1
JobStart/Future Skills	12,867,000	11,896,000	1.0
Strategic Initiatives	4,801,661	4,590,000	11.4
Apprenticeship and Other Skills Training	2,205,001	1,887,000	
Vocational Rehabilitation for Disabled Persons	4,187,933	4,127,000	
Basic Education and Literacy	13,539,698	13,602,000	
Youth Futures	1,157,898	1,400,000	
Saskatchewan Communications Network			
	7,282,000	7,282,000	
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TOTAL	386,132,808	386,139,000	235.3
