

PLT APPRENTICE RESPONSIBILITIES

Number: HPL-APR-HSET-416	Revision Date: 14-JUN-2022	Approved By: VP of HSET/HR
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PURPOSE

To provide guidance to employees on the process to follow to indenture and apprentice successfully at Hundseth Power Line Construction.

SCOPE

This Administrative Procedure applies to all divisions within Hundseth Power Line Construction herein to referred to as "Hundseth," "HPL" or the "Company."

ROLES & RESPONSIBILITIES

It is the employee's responsibility to know what is involved in the trade and complete all requirements and submissions.

Employees who would like to begin the Apprenticeship Program:

- Review the requirements to apprentice on www.saskapprenticeship.ca
- Communicate your interest and obtain approval from your manager
- Have a Grade 12 transcript or a GED 12 and the entrance requirements found on the website
- Apply for Entrance Requirements & Training at www.saskapprenticeship.ca
- Complete the Entrance Requirements Training
- Contact SATCC support if you require clarification or have any questions: 306-933-8458
- Notify HPL upon approval to the program and submit your card to your manager
- Complete all ISNetworld required folders
- Fund all levels of tuition

Apprentice:

- Review and acknowledge all materials
- Contact the Work Methods and Trainer for support in all areas during the apprenticeship
- Do not hesitate to ask questions when you don't understand the work process and stop work when it is out of your scope. Refer to the apprentice rules for further guidance
- Complete all ISNetworld and the Apprenticeship required folders
- Submit your apprentice card as soon as it is received to your manager to process your payroll change notice form
- Communicate with their supervisor and manager during their apprenticeship

Manager:

- Communicate with the apprentice during their apprenticeship
- Provide guidance and training during worksite inspections
- Distribute and sign off on the apprentices' hours

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- Complete an HPL-FOR-HR-578 Payroll Change Notice form when an apprentice completes a level

Work Methods and Trainer/ Journeyperson Sponsor:

- Provide guidance, support and training to the apprentice
- Conduct worksite inspections to monitor the apprentices
- Review and document progress with the apprentice through a formal performance review

HPL Apprentice Coordinator:

- Manage the HPL apprentice files
- Submit the apprentice hours
- Add the apprentice school dates to the manager, apprentice, foreman, and work methods and trainer's calendars

PROCEDURE

Step 1: Indenture with the Saskatchewan Apprenticeship online at www.saskapprenticeship.ca. Your anniversary date will be listed on your apprenticeship card.

Step 2: Notify your manager of your school dates.

Step 3: Fund your tuition amount.

Step 4: Complete your online schooling.

Step 5: HPL will submit hours on behalf of the apprentice quarterly.

Step 6: Enroll in the next apprentice level training knowing the following must be completed **two weeks prior** to attending the training:

- Complete the minimum hours of work in the trade required by the Saskatchewan Apprenticeship Program
- Surpass the anniversary date. School may be attended prior to your anniversary date; however, the anniversary date will be used to reflect compensation and the apprentice level work rules
- Complete all ISN and apprenticeship online training
- Participate and meet the passing grade of the Hundseth PLT Apprentice Performance Review

Step 7: Submit your completion card to your manager as soon as you receive it to receive your pay increase.

Step 8: Not proceed into the next level of apprenticeship until steps 1 to 7 are complete.

Step 9: Complete the apprenticeship program.

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COMPENSATION

Hundseth Power Line Construction will compensate the employee for the following during their apprenticeship:

- Wages – up to 8 hours a day
- Accommodations – if required and booked using the HPL rate
- Living Allowance & Mileage up to \$30.00/day - if accommodations are not covered

Note: *Hundseth will only provide compensation once for each level of schooling.*

REFERENCES

- SaskPower Apprentice Rules
- www.saskapprenticeship.ca
- HPL-FOR-HR-578 Payroll Change Notice
- HPL-FOR-HSET-592 Apprentice Performance Evaluation