The background of the entire page is a photograph of a welder in a blue protective suit and mask, working on a large metal pipe. Bright sparks are flying from the welding point, creating a dramatic, high-contrast scene. The welder's mask is dark, and the overall lighting is dominated by the blue of the protective gear and the bright orange and yellow of the sparks.

# Apprenticeship Handbook 2017/18

Shaping your future  
starts here



# Telephone numbers

Alumni and Development/Student Awards	403.284.7010
Apprentice Exam and Liaison Officer (Darshan Khunkhun)	403.297.2191
Counselling Services	403.284.7023
Employment Centre	403.284.7313
Health Services (Main Campus)	403.284.8666
Learner Assessment and Skills Centre	403.284.8082
Library	403.284.8616
On-Campus Housing	403.284.8013
SAIT Students' Association	403.284.8036
Student Loans/Financial Aid	403.284.7248

## SAIT MAIN CAMPUS 1301 16 Ave. NW

Appliance Service Technician	403.284.8641
Automotive Service Technician	403.284.8471
Baker	403.284.8612
Bricklayer	403.284.8367
Cabinetmaker	403.284.8367
Carpenter	403.284.8367
Concrete Finisher	403.210.4101
Cook	403.284.8612
Electric Motor Systems Technician	403.284.8641
Electrician	403.284.8641
Gasfitter	403.284.8367
Glazier	403.284.8367
Instrumentation and Control Technician	403.284.8922

Insulator (Heat and Frost)	403.284.8367
Machinist	403.284.8641
Industrial Mechanic (Millwright)	403.284.8641
Natural Gas Compression Technician	403.284.8641
Painter and Decorator	403.284.8367
Parts Technician	403.284.8471
Plumber	403.284.8367
Refrigeration and Air Conditioning Mechanic	403.284.8367
Rig Technician	403.284.8284
Sheet Metal Worker	403.284.8367
Steamfitter-Pipefitter	403.284.8367
Transport Refrigeration Technician	403.284.8471
Welder	403.284.8641

## MAYLAND HEIGHTS CAMPUS NR Buck Crump Building, 1940 Centre Ave. NE

Auto Body Technician	403.284.8471
Recreation Vehicle Service Technician	403.284.8471

## SE CAMPUS 10490 72 St. SE

Crane and Hoisting Equipment Operator (Boom and Mobile Truck)	403.284.8641
Ironworker	403.284.8641

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# Welcome to SAIT

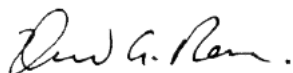
Congratulations on your decision to choose SAIT for your formal apprenticeship training. As a leader in workforce development, SAIT will train approximately 8,500 apprentices in 2017/2018 — representing almost one-third of apprenticeship training in Alberta.

Completing your apprenticeship program is a career-shaping choice. By choosing SAIT, you are embarking on a journey that will launch your career and propel you toward your goals and dreams.

The interim 2017 Apprenticeship Survey shows 95 per cent of SAIT apprentices were satisfied or very satisfied with the overall quality of their educational experience. SAIT is clearly providing apprentices with the skills required in the workplace. We can do this because of our close ties to industry and Alberta Apprenticeship and Industry Training.

This handbook has been created to inform you about important policies and academic guidelines as well as the many services available to help make your training period a positive learning experience.

Best wishes for success as you pursue your career goals.



Dr. David G. Ross  
SAIT President and CEO

# Getting ready financially

## Managing your money — we are here to help

At SAIT, our goal is to give students the greatest advantages, training and qualifications possible. Make sure you're ready to succeed before you start.

You will need to purchase either books or modules and other items for class. Do not buy modules ahead of time as they may be outdated by the time you attend classes, and they cannot be returned to the bookstore.

## Reduce expenses

- Read community listings for free events
- Meet friends for dessert instead of dinner
- Create a meal plan for the week
- Take transit instead of driving
- Have roommates and split the rent
- Shop stores that have student discounts
- Use Facebook or Skype to stay in touch

## Budget

- Track all spending for one month so you see the full picture
- Rent or mortgage expenses including property tax
- Utilities (power, water heating, telephone, Internet, cable)
- Food, clothing and personal care
- Transportation (bus pass, car payment, insurance, gas, parking)
- School expenses (tuition, books, mandatory fees and supplies)
- Use the Cost Calculator on [sait.ca](http://sait.ca) to see how much you will need

## Staying on track

- Use prepaid and refillable grocery cards, coffee cards, gas cards, etc.
- Get rid of your credit cards
- Use cash for everything
- Pay all bills when money comes in (even if this means paying early)

# Financial information

## Employment insurance

1.800.206.7218

Monday to Friday, 8:30 am – 4:30 pm

[servicecanada.gc.ca](http://servicecanada.gc.ca)

Unlike other post-secondary students, an apprentice has the benefit of being able to collect Employment Insurance while in technical training classes.

- Apply online up to seven days prior to the scheduled last day of work.
- You will require an EI Reference Code to access the Apprentice application form. This number can be found on the Registration Confirmation you received from SAIT or contact Office of the Registrar at 403.284.7248.

Be aware that you may not receive employment insurance payments for as long as four to six weeks after you start classes. Plan to have alternative financial arrangements in place during this time.

## Service Canada Offices

100, 1816 Crowchild Tr. NW

100, 6712 Fisher St. SE

1502, 515 Marlborough Way NE

270, 220 – 4 Ave. SE (French service available)

## Student line of credit

Many financial institutions offer a student line of credit for those studying at a post-secondary level. For an apprentice, a student line of credit can help you get through the time before employment insurance cheques arrive.

See Alberta Treasury Branch's apprenticeship Linked Line of Credit, page 13.

## Alberta student loans and grants

- Provides loans and grants to apprentices registered in an Alberta apprenticeship program with AIT who are attending an approved technical training program as a full-time student. Visit [studentaid.alberta.ca](http://studentaid.alberta.ca).

## Canada Apprenticeship Loan (CAL)

[canada.ca/apprentice](http://canada.ca/apprentice)

Apprentices registered in a Red Seal trade apprenticeship program who meet the eligibility requirements for CAL may receive:

- Up to \$4,000 in loans per period of technical training
- Up to five funded periods of technical training
- Up to six years of interest-free status

## Apprenticeship Incentive Grant (AIG) and Apprenticeship Completion Grant (ACG)

1.866.742.3644

[servicecanada.gc.ca](http://servicecanada.gc.ca)

- A taxable cash grant of \$1,000 per year, to a maximum of \$4,000 per person
- Available to registered apprentices who have successfully completed apprenticeship training and become certified in an eligible Red Seal trade
- Apprentices are eligible to receive both of these grants if they meet the eligibility requirements of each

## Alberta Apprenticeship and Industry Training scholarships

[tradesecrets.alberta.ca](http://tradesecrets.alberta.ca)

- More than 250 awards of \$1,000 and \$1,500

## SAIT student awards

[sait.ca/studentawards](http://sait.ca/studentawards)

- Scholarships available to apprentices

## Registered plans (RESPs, LLPs)

Check whether any of your family members have set up an RESP in your name or withdraw from your RRSPs as part of a Lifelong Learning Plan (LLP).

## Tax receipts

403.284.8421

MC201 Stan Grad Centre

- T2202A forms are available online only; hard copy forms are no longer issued
- Log on to mySAIT.ca to print a copy of your T2202A form

## Visit [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca)

The website for Alberta Apprenticeship and Industry Training

- Technical training schedules
- Scholarships, awards and other financial assistance
- Your personal profile at [mytradesecrets.alberta.ca](http://mytradesecrets.alberta.ca)
- What's new in the trades
- Forms and publications
- Legislation

...and much more!

[sait.ca](http://sait.ca)



# Apprenticeship Linked Line of Credit (ALLOC)

## Product specifications

This product is only available at the SAIT Campus ATB Financial.

Product options:

- ALLOC without Life Protection and Disability Protection
  - Minimum amount: \$5,000
  - Maximum amount: \$50,000
  - ALLOC at prime + 2.5% (on approved credit); as of June 15, 2017 the effective rate is 5.2%
- ALLOC with Life Protection and Disability Protection
  - Minimum amount: \$5,000
  - Maximum amount: \$50,000
  - ALLOC at prime + 2% (on approved credit); as of June 15, 2017 the effective rate is 4.7%

Deyu Guang  
Personal Relationship Manager  
[dguang@atb.com](mailto:dguang@atb.com)  
403.974.8142

Daniel Zhang, BA(Eco)  
Personal Relationship Specialist  
[szhang@atb.com](mailto:szhang@atb.com)  
403.974.8140

## mySAIT

mySAIT.ca is a website and online resource for you, accessible any time and from any location. It is a secure way for you to view academic and financial information, access your email, view campus announcements and apply for programs online. You'll also find information and resources specifically for apprentices here, including a full edition of the Apprenticeship Handbook.

Log on to mySAIT using your nine-digit student ID number from your confirmation letter.



# Housing

## On-campus residence

403.284.8013

Monday to Friday, 8:15 am – 4:30 pm

residence@sait.ca

sait.ca/residence

- Accommodations are limited and will be leased on a first-come, first-served basis
- Reservations required

## Off-campus housing registry

1.866.432.6610

sait.ca

help@rentingspaces.ca

rentingspaces.ca



My first year and the years to follow were great. If there was a subject I was not strong in, then I had the motivation to study hard and learn it. The motivation came from truly being excited to be in the trade."

— SAIT apprenticeship student

# To excel at SAIT

## Our successful students tell us

- Arrive on campus by 7:15 am
- Strive for perfect attendance
- Meet with other students and form a study group every morning from 7:15 to 7:45 am
- Develop and use flash cards
- Envision high grades (75's and 85's or higher)
- Stay after school from 3 to 4:30 pm and meet with your study group to review what you learned, when is the next test, etc.
- Be passionate and excited about your schooling, about your classes and about what you are learning
- Focus on getting to the end and passing your provincial exam
- Use resources on campus: tutoring, academic coaches or counsellors
- Take PREP 145, Study Strategies for Apprentices. It's free.

Visit the Lam Learner Success Centre

MC221, Stan Grad Building

403.284.7054

# "If I had to do it again"

## SAIT apprentices say:

- *I took first-year Automotive Service and failed. I learned from my mistakes, which shouldn't have happened. Great program. There is a lot of work load — gotta study or you will fall behind. Treat it like a job and put in an effort and you will succeed.*
- *I just barely passed in my first year. I expected first year to be very easy, but this was not the case. I tried studying just the questions at the end of the modules instead of reviewing the whole module from the beginning before the TQ. In my second- and third-year studies, I read the module ahead of time and read them again after a couple of weeks to refresh my memory. This is how I achieved good results in second and third year.*
- *I had to do my first year twice, but the second time my marks improved from 50-60% to 80-90% because I had more time with the ILMs.*
- *Let people know it takes a lot of hard work and a lot of late nights to ensure success — 100% dedication required.*
- *I started in British Columbia in a pre-apprenticeship program, and failed. I moved to Alberta to focus on school and I dedicated more time to it, and have been met with success.*
- *I found being out of high school for four years made it hard to study in the evenings at the beginning of first year. The time does go by quickly, so be prepared to put in a full effort.*
- *I challenged my first year as a result of pressure from my employer, and I regret not going to first-year schooling. If I could do it all over again, I would have attended my first-year schooling and I believe I could have taken more from the next year without having to catch up.*
- *I think a lot of first-year students are unprepared as to what to expect in school. ●●*

# Your first day

## Where to report

**Mayland Heights Campus, NR Buck Crump Building**  
1940 Centre Ave. NE  
Auto Body Technician  
Recreation Vehicle Service Technician

**SAIT Main Campus**  
1301 – 16 Ave. NW  
Apprentices in all other trades

**SE Campus**  
10490 – 72 St. SE  
Crane and Hoisting Equipment Operator  
(Boom Truck and Mobile Crane) and Ironworker

## LRT

The C-Train station is at SAIT Campus Centre. Exit through the north entrance of Campus Centre. Visit Calgary transit for detailed information.

## Finding your classroom

Your classroom number will be in the confirmation letter you received from SAIT Office of the Registrar. Please bring your letter to the first day of class and keep it for future reference.

## Orientations

These sessions are designed to help you get the most from your learning at SAIT. Your attendance at all orientations is mandatory.

- **Classroom orientation** – 8 am on registration day
- **Study skills orientation** – registration day (first-year only)
- **Welcoming orientation** – registration day
- **Apprenticeship orientation** – registration week (first-year only)

## SAIT closures

Sept. 4, 2017	Labour Day
Oct. 9, 2017	Thanksgiving
Nov. 13, 2017	Remembrance Day
Dec. 24, 2017 – Jan. 1, 2018	Christmas Break
Feb. 19, 2018	Family Day
March 30, 2018	Good Friday
April 2, 2018	Easter Monday
May 21, 2018	Victoria Day
July 2, 2018	Canada Day
Aug. 6, 2018	Heritage Day

## Parking

V215 Campus Centre  
403.210.4494  
campus.parking@sait.ca

SAIT has a number of parking lots that students and visitors can use. Main campus parking is limited.

Visitors to the campus may use any of the visitor parking lots. Permits are valid for day of purchase only unless otherwise stated.

A pay-on-exit system is now in operation in lots P1, P2, P3 and P6 (levels 1 and 3). Express payment may be made by inserting a credit card at the entry and exit terminals. Cash payments are accepted only at one of the four pay stations (located in Campus Centre, P6 levels 1 and 3, Stan Grad Centre, Senator Burns NJ wing and Thomas Riley buildings).

Payment for lots J1 and J2 must be made to the attendant upon entry (cash or parking pass only). A coupon book can be purchased from the parking office (V215) in the Campus Centre at \$100 for 11 passes (buy 10 get one free).

## Parking rates

### Monthly parking

P1 (student/residence)	\$135
P9, P10, P11, P12 and P17	\$165
P25 - Motorcycles	\$50

### Daily Rates

P1	\$11 per entry per day \$7 weekends
P2	\$5 first hour or less. Each additional 1/2 hour \$1.75 Daily maximum \$26. \$7 flat fee weekends
P3	\$5 first hour or less. Each additional 1/2 hour \$1.75 Daily maximum \$13 \$7 flat fee after 4:30 pm and weekends
P5	\$5 first hour or less. Each additional 1/2 hour \$1.75 Daily maximum \$17 \$7 flat fee after 4:30 pm and weekends
P6	\$5 first hour or less. Each additional 1/2 hour \$1.75 Daily maximum \$17 \$7 flat fee after 4:30 pm and weekends
L1B	\$5 first hour or less. Each additional 1/2 hour \$1.75 Daily maximum \$26 \$7 flat fee after 4:30 pm and weekends
P7, P8, P9B	\$5 first hour or less. Each additional 1/2 hour \$1.75 Daily maximum \$26. \$7 flat fee weekends

For more information, contact Parking Services at [saitparking.ca](mailto:saitparking.ca).

# Stay safe

## SAITALERT

403.210.5820  
sait.alert@sait.ca

SAITALERT voice/text emergency message service is FREE for all SAIT students. This voluntary opt-in service contacts you on your cellphone in the event of a campus emergency. SAITALERT works with SAITVIEW, the digital signage network, and other contact methods to give you timely information and directions during an emergency. When you complete your apprenticeship period, contact the SAITALERT administrator to opt out of the service.

Self-register today at [saitalert.sait.ca](http://saitalert.sait.ca).

## Emergency alarms

If an emergency alarm sounds while you are attending classes at SAIT, please:

- stop all work
- follow directions from SAIT fire wardens or your instructor if you are told to evacuate the area
- do not use the elevators
- proceed to your pre-determined muster point (see map on pages 28-29)
- remain at your muster point until the emergency is resolved.

## SAFEWALK

403.284.7233  
campus.safewalk@edu.ca

SAFEWALK is a free volunteer-based service for students, staff and visitor. Volunteers will walk you to your car, the C-Train or anywhere within 10-block radius of SAIT's main campus. Regular program hours are Monday to Friday, 6 – 11 pm.

# Email and internet access

Internet access locations (including wireless) around campus include the library, Stan Grad Centre, Senator Burns Building, EH Crandell Building and The Gateway.

## Computer Help Desk

403.210.4357  
helpline@sait.ca

Computer help desk telephones are located throughout campus.



I don't think there is anything to make the technical training experience better. I had fun, made friends, and learned a lot."

— SAIT apprenticeship student

# Lockers

403.210.4323  
lockers@edu.sait.ca

For questions or concerns contact the SAITSA Resource Centre, Stan Grad Centre.

For all locker rentals and FAQs please register at [saitlockers.com](http://saitlockers.com).

For registration you will need:

- valid Student ID number
- email address
- find the location you would like to have your locker (class schedule or orientation needed)
- online method of payment (Credit card, Visa/MasterCard gift cards).

SAITSA has lockers available to rent in Senator Burns, Stan Grad, John Ware, Clayton Carroll, Johnson Cobbe, Cenovus Energy, Aldred Centre and Thomas Riley buildings. Lockers are rented on a first-come first-served basis, and may not be available in the preferred location you choose.

## Locker pricing

- One semester/half-size locker: \$25
- One semester/full-size locker: \$30
- Two semester/half-size locker: \$30
- Two semester/full-size locker: \$35
- Full year/half-size locker: \$40
- Full year/full-size locker: \$45

*\*Prices include tax.*

Half-semester rentals will be charged half of regular semester fees. Full-year pricing must be paid for in full at the time of registration.

# Student eCard

Office of the Registrar  
AA211 Heritage Hall

403.284.7248  
Monday, Tuesday, Thursday and Friday, 8:15 am – 4:30 pm  
Wednesday, 9 am – 4:30 pm

- No cost
- Allows library privileges and other student discounts
- Valid for current training period
- Optional Campus Centre recreation membership — see page 51
- \$15 to replace lost or stolen card (fees subject to change)



Working on new vehicles every day, under good instructors, made this course practical. It gives you a lot of options."

— SAIT Automotive Service Technician apprentice, 2016



# The Cadmus Trades Teaching Chair

## The Cadmus Trades Teaching Chair Award

The purpose of the Cadmus Trades Teaching Chair award is to foster faculty excellence in skilled trades teaching and to provide an instructor with the opportunity to develop a project, idea or concept to enhance his/her trade.

### The award provides the recipient with:

- \$2,500 for items such as tools, equipment and personal computers
- up to \$17,500 to fund professional development activities, promote the trades, mentor other instructors, and complete project work that will enhance program quality
- an off-load of up to four months to work on his/her project.

### Previous recipients:

- Robin Greig, School of Manufacturing and Automation 2017/18
- Darcy Wallace, School of Transportation 2016/17
- Mick McGowan, School of Construction 2015/16
- Adam Medrek, School of Manufacturing and Automation 2014/15
- Todd Green, School of Transportation 2013/14
- Dan Weinert, School of Construction 2012/13
- Derrick MacAskill, School of Construction 2011/12
- Andrew Hewson, School of Hospitality and Tourism 2010/11
- Randy Croft, School of Construction 2009/10
- Darwin Schatz, School of Transportation 2008/09



## Apprenticeship at SAIT

### Top five things to know

#### 1. Employment insurance

Be prepared to wait four to six weeks for Employment Insurance payments. Ensure you have alternative financial arrangements in place during this time. (See page 10 for more information).

#### 2. Attendance

Attendance is mandatory in all classes as well as in scheduled activities. Inexcusable absences can result in your removal from the program.

#### 3. Respect

All students have the responsibility for contributing to a working and learning environment free from discrimination, harassment, intimidation and physical/psychological abuse. You are expected at all times to show respect and consideration for fellow students, instructors and other staff.

#### 4. Resources

Use the free resources to facilitate your learning. Talk to your instructor if you are having trouble understanding the material. Support services including tutoring, academic coaching and counselling are available for academic and personal concerns. The key is to address problems early.

#### 5. mySAIT.ca

Your doorway to SAIT; use your student ID number to enter. You'll find information and resources specifically for apprentices on mySAIT.ca, including a full edition of the Apprenticeship Handbook.

# Apprenticeship record book

When apprentices register with Apprenticeship and Industry Training (AIT), they also receive a record book (blue book). This record book enables them to follow their progress in apprenticeship in a specific trade. It contains:

- apprentice's hours worked
- apprenticeship hour credits
- identification of the most recent employers
- the hours required for eligibility for the provincial qualification examination.

When you receive this record book:

- read it thoroughly
- have it available for your direct journey person supervisor as required
- return the record book to the nearest Apprenticeship and Industry Training office when you complete a period of apprenticeship. When your record book is returned to you, you are eligible for an increase in the minimum apprentice wage rate for your trade.

In the event your employment terminates, follow the transfer card directions.

## Employer's responsibilities

At the end of each period of apprenticeship:

- complete Section 1 of the Verification of On-the-Job Training and Work Experience.
- ensure the direct journey person supervisor and apprentice complete and sign Section 2 of the Verification of On-the-job Training and Work Experience.
- ensure the record book is returned to the nearest Apprenticeship and Industry Training office.

## Role of Apprenticeship and Industry Training office

The nearest Apprenticeship and Industry Training office will:

- receive the record book from the apprentice or the employer
- review the entries made by the employer and the apprentice in the record book
- issue the certificate of progress when the requirements for each period of apprenticeship are fulfilled
- return the record book to the apprentice.

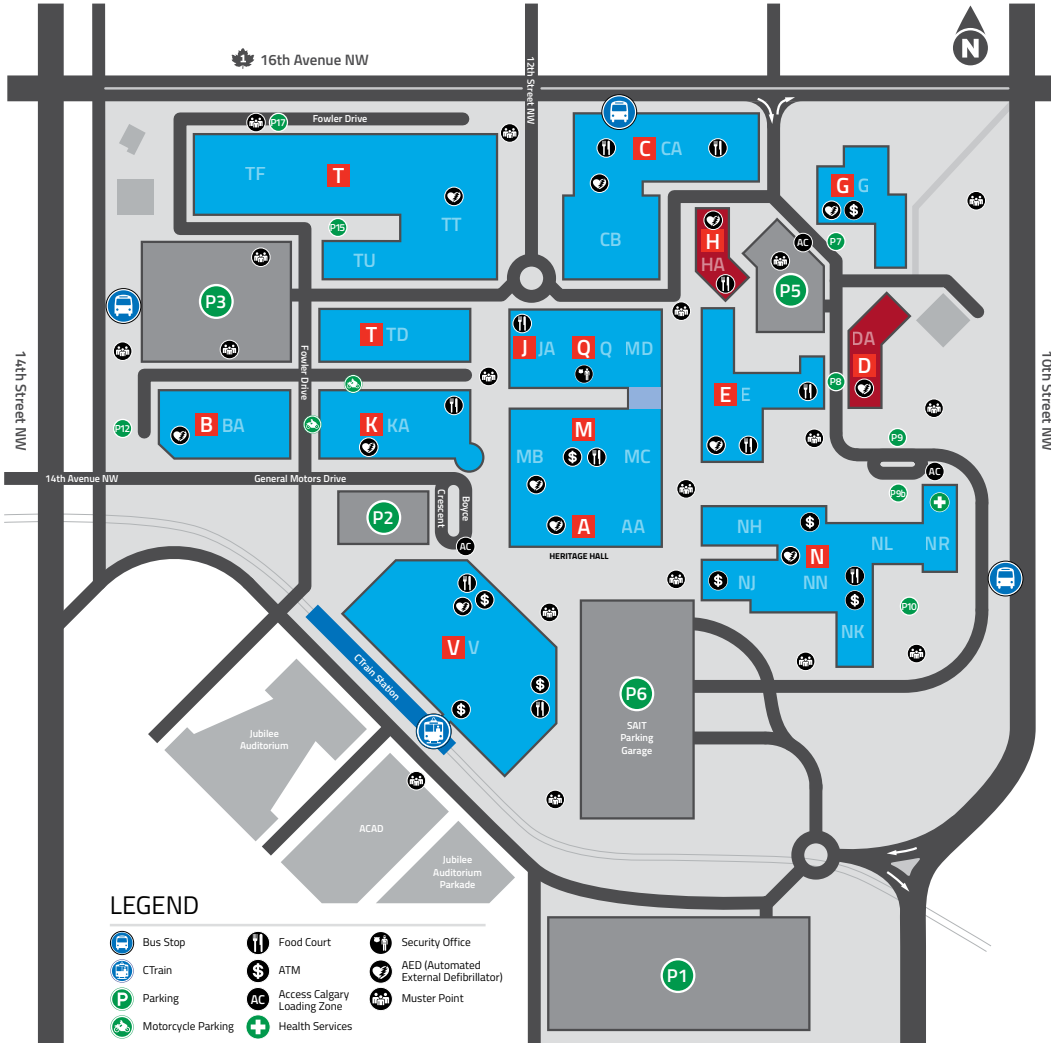
The monitoring of the apprentice's progress is the joint responsibility of the employer, the local apprenticeship committee and Apprenticeship and Industry Training. If an apprentice is experiencing difficulty, contact the nearest Apprenticeship and Industry Training office for assistance.

## Responsibilities of the apprentice

The apprentice is responsible for:

- completing the required on-the-job training and work experience in the tasks, activities and functions of the trade
- attending and successfully completing the required technical training
- planning for and making any necessary arrangements to meet the costs of attending the technical training
- acquiring the textbooks and other supplies required to participate in the technical training
- successfully completing the required examinations
- successfully completing the number of periods of apprenticeship identified in the Apprenticeship Program Information
- reviewing with the direct journey person supervisor, at the completion of each period of apprenticeship, the hours worked and on-the-job training and work experience completed during that period and ensuring that the record book is kept up to date, and the record book is sent to the nearest Apprenticeship and Industry Training office
- ensuring the documentation (transfer and release cards) required to transfer the Apprenticeship Application and Contract is completed and submitted immediately to the nearest Apprenticeship and Industry Training office when the status of employment changes or when a change of employer occurs.

...continued on page 30

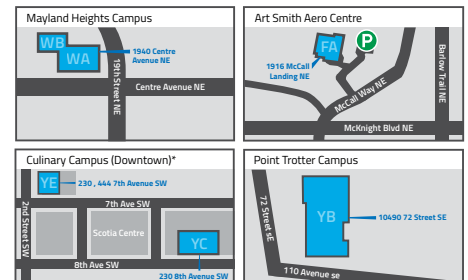


## CAMPUS DIRECTORY

Color	Category	Building	Code
Blue	Campus Buildings		
Red	Residences		
Grey	Visitor Parking		
Blue	Heritage Hall	Office of the Registrar International Centre	AA
Blue	Clayton Carroll Automotive Centre		BA
Blue	Aldred Centre	Food Court	CA CB
Blue	East Hall Residence		DA
Blue	John Ware Building	Highwood Dining Room	E
Blue	E.H. Crandell Building	XDocs ATB Financial	G
Red	Begin Tower Residence		HA
Blue	Senovus Energy Centre		JA
Blue	Johnson-Cobbe Energy Centre	Food Court	KA
Blue	Stan Grad Centre	Bookstore Library	MB MC MD
Blue	Senator Burns Building	Chinook Lodge Aboriginal Centre Food Court	NH NJ NL NN NR
Blue	Eugene Coste Building	Security Office	Q
Blue	Thomas Riley Building	Shipping and Receiving	TD TF TT TU
Blue	Campus Centre	Gym Arena Orpheus Theatre Parking Services	V
Blue		Athletics and Recreation Students Association (SAITSA) Food Court Pool	

## OFF-SITE LOCATIONS

\* Access from both 8th Ave SW and the +15 second level in the Scotia Centre



### LEGEND

- Bus Stop
- CTrain
- Parking
- Motorcycle Parking
- Food Court
- ATM
- Access Calgary Loading Zone
- Health Services
- Security Office
- AED (Automated External Defibrillator)
- Muster Point



- immediately notifying the nearest Apprenticeship and Industry Training office of any change in address or in employment. If unemployed, looking for other work in the trade that would allow continued participation in the apprenticeship program
- carrying the identification card at all times while at work and producing it on request
- maintaining an acceptable standard of quality or skill in the practice of the trade
- not making any misrepresentations, falsifying documents or withholding information in respect to obtaining or maintaining the apprenticeship application and contract.

**In addition, the employer is responsible for:**

- providing appropriate on-the-job training and work experience for the apprentice in those tasks, activities and functions of the trade that are carried out by that employer
- ensuring supervision of the apprentice as required by the apprenticeship program regulation
- ensuring the appropriate entries are made by the direct journey person supervisor in the apprentice's record book, as required by the apprenticeship program regulation
- submitting the forms and documents (apprenticeship application and contract, record books, transfer and release cards, etc.) that are required under the Apprenticeship and Industry Training Act, regulations and orders.

## Apprenticeship contacts

### On-campus Apprenticeship and Industry Training Liaison office

Darshan Khunkhun AIT Examination and Liaison Officer  
SAIT office: 403.284.8092  
Room TF241 second floor Thomas Riley Building  
Appointment bookings: 403.297.2191  
Main Campus: Wednesday 7:30 am – 12 pm

- For assistance related to your technical training at SAIT

### Alberta Advanced Education and Technology Apprenticeship and Industry Training Client Services South Region

403.297.6457  
tradesecrets.alberta.ca  
Suite 200, Willow Park Centre  
10325 Bonaventure Dr. SE  
Monday to Friday, 8:15 am – 4:30 pm

## Attendance

Regular attendance is essential to academic success. Students must comply with the attendance requirements set by the academic department and Alberta Apprenticeship and Industry Training. Documentation for each absence is necessary.

Any unexplained absenteeism, lateness or early departure from class may result in your removal from the class. You are responsible for contacting the appropriate instructors if you are unable to attend a class. Your instructors will provide you with contact phone numbers.

## Three strikes

The intensity of the technical training portion of your program demands full-time attendance and application during your term at SAIT. Therefore, a “three strikes and you’re out” practice has been implemented to reduce absenteeism, lateness and unproductive behaviour.

**Strike One:** Performance or attendance issues including lateness will receive one warning from your instructor to correct the problem.

**Strike Two:** If performance or attendance continues to be an issue, you will be referred to your program Academic Chair.

**Strike Three:** If the problem is not corrected, you will be referred to the apprenticeship liaison officer. Should the problem remain unresolved, you may be withdrawn from class.

## Dress code and protective safety clothing

- Apprentices are responsible for dressing in a manner conducive to the nature of the respective trade.
- The Academic Chair or designate will inform apprentices on the first class of any protective clothing, footwear or eyewear required.
- Clothing displaying offensive images or language will not be allowed in class.

## Academic and Institute regulations

Full descriptions of SAIT regulations, policies and procedure are available through mySAIT and in the SAIT Library. Refer to the full policy and procedure when dealing with specific situations.

### Student code of conduct | Procedure AC.3.4.1

Students are responsible for conducting themselves appropriately and in the best interests of the Institute. They are expected to apply themselves to their studies and are required to conform to the Institute’s policies, rules and regulations.

### Disruptive conduct | Procedure AC.3.4.1

Students are required to conduct themselves in a manner that does not interfere with the legitimate academic and/or business activities of the Institute. This does not diminish the student’s assured rights as stated in the Canadian Charter of Rights and Freedoms. In particular, disruption of scholarly activities by abusive or threatening language or gestures, or physical interference with another person or their property may result in the immediate removal of the student from the class or activity and subsequent disciplinary action.

### Rights | Procedure AC.3.4.1

Students at SAIT can expect the following rights to be upheld:

- all rights and freedoms recognized by law
- freedom from discrimination for any reason, including: place of origin, race, religion or gender. (Please refer to HR.4.5.1: Discrimination — Education Procedure and HR.4.6.1: Discrimination — Employee and Student Recourse Procedure)
- freedom from harassment, including any action or words which demean and/or deny dignity and respect. (Please refer to HR.4.5.1: Discrimination — Education Procedure and HR.4.6.1: Discrimination — Employee and Student Recourse Procedure)
- a community that supports intellectual inquiry, learning and growth
- physical and psychological safety

- academic integrity: students can expect full disclosure as to how their academic performance will be assessed, and to receive objective evaluation of their performance.

## Responsibilities | Procedure C.3.4.1

SAIT maintains that students have individual and group responsibility for:

- staying informed of and respecting SAIT policies and procedures and the exercise by SAIT of its legitimate authority
- taking full advantage of the education, training and services that SAIT offers
- maintaining academic integrity; work submitted for evaluation must be the student's own — any material or ideas incorporated from other sources must be clearly identified and used sparingly
- contributing to a working and learning environment free from discrimination, harassment, intimidation and physical or psychological abuse
- respecting the property of SAIT and members of the SAIT community
- complying with applicable laws.

In cases of misconduct, SAIT may take disciplinary measures including, but not limited to, warning, community service, restitution, probation, restriction of privileges, notation, suspension, expulsion or legal action. Where disciplinary actions arise, students have a right of appeal as described in the procedure.

## Harassment and discrimination confidential hotline | Procedure HR.4.6.1

Phone: 403.210.4406

The Board of Governors of SAIT and the President's Standing Committee on Discrimination wish to ensure students and employees of the Institute are treated as equal in dignity and rights and without discrimination. You have the right to study and work in an environment that is free from harassment and discrimination. You also have the responsibility not to harass any member of the SAIT community, including students, instructors and staff.

Discrimination on the grounds of race, religious beliefs, colour, gender, age, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation constitutes a violation of SAIT's discrimination policy.

Harassment, a form of discrimination, is behaviour that disparages, humiliates or harms anyone on any of these grounds. Harassment may be verbal or non-verbal behaviour, occurring as one isolated event or as a series of events.

Sexual harassment is unwanted, unwarranted or inappropriate sexualizing of interaction, with intent and/or effect to demean, coerce or abuse someone. It can include behaviour such as: sexualizing physical contact; making suggestive remarks or other verbal abuse; making degrading gestures or leering at a person's body; making degrading remarks toward a gender or a sexual preference group; demanding sexual favours; or extending compromising invitations.

If you think you are experiencing harassment or discrimination, contact the Discrimination Hotline at 403.210.4406 and arrange to speak with one of SAIT's specially appointed representatives.

## Injury to persons/damage to property | Procedure AC.3.4.1

Students are required to comply with safety measures identified by the Institute. Injury, damage or misappropriation of SAIT's property, or threats (written or verbal) of injury, damage or misappropriation to another person or his/her property may result in disciplinary action.

## Liquor, tobacco and drugs | Procedure AD.2.2.1 and AD.1.3

Disciplinary action will be taken in the following cases: students violating policy on the consumption and service of alcohol; students failing to comply with designated non-smoking areas; and/or students using or distributing illegal drugs.

## Acceptable use of SAIT's computer system | Procedure AD.2.7.1

All members of the SAIT community who have occasion to use any of the information services of the Institute, including all students, staff (full-time, part-time, contract and wages) and members of the general public are subject to the Information Services User Code procedure.

The descriptions above are a synopsis of the referenced SAIT policies and procedures which are available through [sait.ca](http://sait.ca) and in the SAIT Library (378.712.338). Please refer to the full policy and procedure when dealing with specific situations.

## Academic misconduct | Procedure AC.3.4.1

SAIT is committed to academic integrity, which is based on five fundamental values honoured by faculty members and students: honesty, responsibility, trust, fairness and respect. Reasonable measures are taken to inform students of the standards of academic honesty. All members of the SAIT community share the responsibility and authority to address acts of academic misconduct.

Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for a SAIT student and/or other SAIT students. This includes, but is not limited to, acts of plagiarism and cheating.

Plagiarism occurs when a student submits work in which he/she has taken ideas or words from another source and has presented them as if they are the student's own, without appropriate acknowledgement of the original source. It is the act of doing so that constitutes plagiarism, regardless of whether or not the student does so intentionally. Cheating occurs in situations where a student uses unauthorized materials or another student's work in examinations or other evaluations; falsifies data or documents; colludes with others on an assessment without the instructor's permission; pre-programs a device to contain answers or other unauthorized information for use during an evaluation process; or commits acts that in any way compromise the integrity of the evaluation process.

Any student who assists another student in the commission or attempted commission of academic dishonesty is also guilty of academic misconduct. Other types of academic misconduct are also set out in this procedure.

Consequences of academic misconduct depend on whether it is a first, second, or third academic misconduct offence. For a first offence, the student will ordinarily receive a zero (0) grade for the assignment/exam. For a second offence, the student will ordinarily receive a zero [fail] grade for the course and a one-year suspension from the Institute. For a third offence, the student will ordinarily receive a zero (fail) grade for the course and a permanent expulsion from the Institute.

A student who is guilty of academic misconduct will have the Letter(s) of Offence remain on his/her file for a period of seven (7) years. A student who is expelled from SAIT as a result of academic misconduct will have this indicated indefinitely on his/her permanent record [transcript].

## Non-academic misconduct | Procedure AC.3.4.1

Non-academic misconduct behaviour subject to disciplinary action under this procedure includes violations of established civil and criminal laws, conduct that threatens the safety or well-being of members of the

SAIT community and/or any behaviour that adversely affects SAIT or its educational mission.

Acts of non-academic misconduct are summarized below, and are listed in more detail in the procedure. These include:

1. intentionally or negligently disrupting any SAIT activity or SAIT-sponsored activity, particularly learning activities
2. use of force or threat of force against any person or his/her property
3. sexual assault or threat of sexual assault
4. harassment in any form (spoken, written, graphical, online etc.)
5. discrimination (including discrimination on the basis of place of race, religious beliefs, colour, gender (including pregnancy, sexual harassment and gender identity), physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation)
6. unauthorized entry into SAIT facilities
7. unauthorized use of or misuse of SAIT property or the property of others, including computers and data and voice communications networks (see policy/procedure AD.2.7.1 Information Services User Code)
8. use, possession, tampering with or storage of a dangerous weapon or dangerous substance (including but not limited to guns, ammunition, chemicals, fireworks, flammable gas or explosives) on SAIT premises or at SAIT functions, whether or not a license has been issued to the possessor
9. inappropriate use of SAIT computer equipment
10. unlawful possession, distribution or use of narcotics or illegal drugs
11. while under the influence of alcohol, narcotics or drugs, attending class or creating a disturbance while on SAIT premises or at SAIT functions.
12. breaching AD.2.2.1 Alcohol Service and Consumption on Campus procedure
13. violating ethical codes governing applicable professions
14. violating civil or criminal statutes or applicable laws, court orders, or orders of any administrative tribunals having an effect on or related to SAIT or the SAIT community
15. if a student is an apprenticeship student, the student's breach of the provincial government's non-academic rules or policies for apprenticeship students

16. unexcused failure or refusal to appear before any designated SAIT official(s) and/or failure to comply with directives from SAIT officials or instructors
17. disorderly conduct on SAIT premises or at SAIT activities
18. contravening SAIT's policies, procedures or rules
19. behaving in a manner that prejudices SAIT's name, reputation or standing
20. tampering with or rendering inoperable SAIT security devices or SAIT safety-related assets or property
21. making threats
22. knowingly or maliciously bringing a false charge against any member of the SAIT community under this procedure
23. knowingly divulging confidential or personal information relating to a SAIT matter or a member of the SAIT community
24. refusing to identify oneself when asked to do so by an authorized SAIT employee, security officer, etc.
25. breaching SAIT's residence rules.

## Consequences

Consequences for non-academic misconduct fall into two categories: minor consequences and major consequences. Minor consequences include warning/admonition, community service, restitution, probation, restriction of privileges and notation. Major consequences include suspension and expulsion. Consequences are defined in more detail in SAIT's AC.3.4.1 Student Code of Conduct procedure, Schedule C.

Factors that SAIT may consider when choosing an appropriate consequence include, but are not limited to, whether there has been a previous finding of academic or non-academic misconduct with respect to the student; the severity of the misconduct; multiple allegations of misconduct; personal circumstances of the student; and court decisions related to the same case.

Either a major or minor consequence may be appropriate if there has been a previous finding of misconduct or if there are currently multiple allegations of misconduct, depending on the factors set out above and other relevant circumstances. A major consequence is most often appropriate where the misconduct is grievous or repeated and, in particular, in cases of physical or sexual aggression.

Any attempt to commit non-academic misconduct will bear the same consequence as if the act occurred. A student who assists another student in an act or an attempted act of non-academic misconduct will also be considered to have committed an offence.

# Apprenticeship procedures

## Apprenticeship and Industry Training (AIT) Exams rules regarding AIT exams at SAIT

- smart/cellphones, tablets, recorders, cameras, PDAs, e-cigarettes, electronic devices, backpacks and purses, etc. are not allowed in the exam room even if they are turned off or the batteries have been removed.
- do not wear hoodies or other loose baggy clothing or clothing with concealed pockets. Jackets and coats will be allowed in the exam room and must be removed from your person and must be rolled up and placed under your chair in the exam room. Jackets and coats may NOT contain any of the prohibited items. Apprentices must have valid government-issued picture ID and it must be kept on the desk and visible during the exam.
- breach of these rules as well as any other rules in existence (written or implied) will be treated as cheating. See AIT policy on cheating on exams for more information. Specific details on exam rules and policies can be found on [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca).
- food and drink (except for water in a closed container) are not allowed.

## No exceptions

Mechanical pencils are NOT permitted. Students must bring at least two sharpened HB pencils and a good quality eraser to the exam.

## Calculators

Calculators are supplied for AIT exams.

## Back-to-back training procedures

An apprentice who completes one period of technical training may wish to immediately enter the next period without an on-the-job training component between the two. For further information and consultation, contact the Academic Chair of your program.

# Your student records

## Confidentiality of apprentice records

SAIT is responsible for maintaining the confidentiality of student/apprentice records. Under the Freedom of Information and Protection of Privacy Act (FOIPP), your student information (grades, schedule, account, etc.) will not be disclosed to anyone (including your spouse, parents or employer) without your prior written permission.

## Freedom of information and protection of privacy

The personal information you provide on the application form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c), the Statistics Act (Canada), and the Taxation Act (Canada). It will be used to determine your eligibility for admission to program(s)/course(s) of studies at SAIT, to facilitate your enrolment, to contact you regarding SAIT programs and services, to administer and evaluate institute programs/courses and for statistical purposes. It will form part of your record as an applicant and alumnus and will be disclosed to academic and administrative units at SAIT and to Statistics Canada and Alberta Advanced Education for statistical, funding, planning and market research purposes, and to the Students' Association of SAIT and the SAIT Alumni Association for contact purposes and membership services.

This information will also be maintained in a mailing list for direct marketing purposes, market research surveys or the distribution of other promotional material as approved by the Office of the Registrar. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, contact the Office of the Registrar FOIP representative at 403.284.8069.

## View your exam results

Apprenticeship and Industry Training has launched MyTradesecrets [tradesecrets.alberta.ca/mytradesecrets](http://tradesecrets.alberta.ca/mytradesecrets) where you can:

- update your personal information
- check your application status
- view your exam schedule and exam marks

- view your class schedule
- check your Record Book updates.

## Statement of marks

Apprentice marks can only be obtained from Apprenticeship and Industry Training (AIT). For more information, phone 1.800.248.4823 or visit [MyTradesecrets.alberta.ca](http://MyTradesecrets.alberta.ca).

## Change of address or telephone

It is your responsibility to inform SAIT and Apprenticeship and Industry Training of an address or contact number change for you or your employer.

Mail or fax changes to Office of the Registrar and to Alberta Apprenticeship and Industry Training.

SAIT  
Office of the Registrar  
1301 16 Ave. NW  
Calgary, Alberta  
T2M 0L4  
Fax: 403.284.7112

Apprenticeship and Industry Training  
Suite 200, Willow Park Centre  
10325 Bonaventure Dr. SE  
Calgary, Alberta  
T2J 7E4  
Fax: 403.297.3799

## Southern Alberta's top apprentice instructors hail from SAIT

- **Rysen Jordan**, Electrician Instructor 2014
- **Dan Weinert**, Carpenter Instructor, 2012
- **Mick McGowan**, Cabinetmaker Instructor 2011
- **Les Hoyle**, Auto Body Technician Instructor 2009

See page 43 to nominate  
an instructor this year!

[sait.ca](http://sait.ca)



# Learning and Support Services

## Health Services Clinic

R41 Senator Burns Building  
403.284.8666  
Available at Main Campus only

Treatment for minor illnesses and injuries, services related to occupational health and safety, preventative and community health, special nursing services, referrals to appropriate specialists or agencies, and health counselling.

## Student Development and Counselling

MA205 Heritage Hall  
403.284.7023

These services can help you with a broad range of concerns that may interfere with your success or well-being. Confidential and free services are provided by professional counsellors.

## Accessibility Services

MC221 Stan Grad Centre  
403.774.5093  
[accessibility.services@sait.ca](mailto:accessibility.services@sait.ca)

Accommodations and services are offered for apprentices with chronic health conditions and mobility, sensory (e.g., vision and hearing), learning, attentional, neurological, psychological and temporary disabilities (e.g., broken wrist).

If you have a disability and need accommodations for exams, you must provide recent documentation of the disability to Apprenticeship Industry Training and Accessibility Services. For support during your apprenticeship program, you must meet with a SAIT accessibility advisor two months before training begins, each year of your program. Email [accessibility@sait.ca](mailto:accessibility@sait.ca) to make an appointment.

*...continued on page 44*



## Top Instructor Award

Nominate an outstanding trades instructor

### Accepting nominations now

#### Eligibility criteria:

- performs beyond the requirements of an instructor
- has excellent presentation skills
- is fair, friendly and leads by example
- made a difference to you.

The nomination form and additional information is available at [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca) (click on "Scholarships & Awards" or search for "Top Instructor Award"), or call 780.422.4472.

Use the form to nominate SAIT instructors who taught theory, shop or a combination of both. Let us know how your instructor helped and supported your technical learning using as many examples as possible to highlight your instructor's abilities and say why you think he or she is a worthy Top Instructor.



## Learning and Success Services

MC221 Stan Grad Centre  
403.284.8082  
academic.coaching@sait.ca

### Academic coach for SAIT apprentices

Work with an academic coach to assist you with your studies and to provide you with individualized coaching on topics like reading modules, memory strategies, studying for module exams, and taking multiple choice exams.

For more information, email [academic.coaching@sait.ca](mailto:academic.coaching@sait.ca).

### Apprentice success seminars

The following seminars are available to help you enhance your learning, studying and test-taking skills:

- test preparation
- creating a study module
- how to study your module
- memory retention tools
- strategies for multiple choice exams

## Tutoring

Peer tutoring may be available for your trade. Tutoring for math for apprentices is available in the drop-in Math Lab for Apprentices — early mornings and late afternoons.

For more information, email [tutoring@sait.ca](mailto:tutoring@sait.ca).

## Testing Services

MC221 Stan Grad Centre  
403.210.4283  
testing@sait.ca  
sait.ca/testing

Exam accommodations for students with disabilities.

## Library

MC111 Stan Grad Centre  
403.284.8616  
sait.ca/library

- resources include books, magazines, newspapers, electronic books and journals and audiovisual — more than 110,000 ebooks and 8,000 digital streamed videos are available
- trades and Apprenticeship Exambank is available at [sait.ca/library](http://sait.ca/library) to help apprenticeship students with practice questions to prepare for the apprenticeship examinations
- assistance and instruction in accessing information
- ask-a question virtual reference service
- more than 100 drop-in computer workstations provide access to the Microsoft Office Suite, the internet and specialized software
- access to printers, scanners, laminating and binding equipment
- study carrels networked for laptop computers
- group project rooms
- video viewing stations

To obtain borrowing privileges, present your SAIT ID card at the information desk on Level One.

With a current SAIT ID card, you can obtain the Alberta Library (TAL) card, which gives free access to all member libraries in the Alberta Library consortia including the Calgary Public Library and University of Calgary library.



# Getting ready for training

## PREP 145 Orientation for Apprentices

PREP 145 is a free study skills course just for apprentices — and the smartest six hours you'll spend at SAIT. Discover your learning style, develop memory techniques, learn effective ways to conquer your modules, get tips on how to write multiple choice tests and prepare for your apprenticeship exam. You are required to take this course by the end of the first week of training. PREP 145 will get you ready to hit the ground running and help you get the most out of your experience at SAIT.

PREP 145 is offered in the evenings on Mondays and Wednesdays or Tuesdays and Thursdays or a full day on Saturday. This course fills quickly, so choose your dates below and reserve your seat now. For more information, contact [academic.coaching@sait.ca](mailto:academic.coaching@sait.ca).

## MATH 145 Mathematics Preparation for Apprentices

Learn fundamental algebra and geometry, including the definitions of key terms, calculations and problem solving. This course has 18 hours of instruction and is offered free to SAIT apprentices before each training period. For more information, contact [academic.coaching@sait.ca](mailto:academic.coaching@sait.ca).

# Bookstore

MB107 Stan Grad Centre  
403.284.8466  
[bookstore@sait.ca](mailto:bookstore@sait.ca)  
[sait.ca/bookstore](http://sait.ca/bookstore)

- The Bookstore has all supplies, textbooks and modules available the day of your first class
- Booklists available online and in-store
- Selection includes SAIT merchandise and clothing, Trojans wear and school rings

- Accepts cash, SAIT eCards, Visa, MasterCard and debit
- Closed Sundays and statutory holidays
- Extended hours for apprentices — 7 am to 7 pm on large intake days

# Food services

## Food services provided by Chartwells

The following food services are operated on campus at the following locations. Visit [sait.ca/about-sait/food-services](http://sait.ca/about-sait/food-services) for hours of operation and menus.

**Aero Centre**  
Aero Grill

**Cenovus Energy Centre**  
Tim Hortons

**Aldred Centre Food Court**  
Pizza 73  
Second Cup  
Spolumbo's  
Rice Tales  
Ruffnex Grill

**Johnson-Cobbe Energy Centre**  
Starbucks  
Subway

**Senator Burns Building**  
Tim Hortons

**Begin Tower Residence**  
Denny's All Nighter  
The Corner Store

**Stan Grad Food Court**  
Austin Grill  
Food Court  
On The Go  
Pizza 73  
Quiznos  
Teriyaki Experience  
Tim Hortons Express

**Campus Centre**  
Jugo Juice

## Food services provided by SAITSA

### The Gateway Restaurant and Bar

Campus Centre

403.284.8760

Monday to Friday 9 am – 10 pm

*Hours subject to change*

The Gate is the only on-campus bar at SAIT, making it the prime place to meet friends before, between and after classes. The Gate is geared toward student life and student wallets. It has great food, fast service and low prices. It is also one of the largest college bars in the country and the best place to see some of the great bands touring Canada. Be sure to check out the SAITSA events calendar at [saitsa.com](http://saitsa.com) for event information.

### The Odyssey Coffeehouse

Room V211, Campus Centre

403.774.4741

Monday to Thursday, 6:30 am – 4 pm

*Hours subject to change*

Since it opened in 2008, The Odyssey has been very popular with students and staff alike for its great food, fresh coffee, a range of teas, baked goods, soups and breakfast and lunch favourites — all at student-friendly prices. The Odyssey is also a great place to study, meet up with classmates or take a break from school.

### Station Market

Room N120, Senator Burns Building

403.284.8659

Monday to Thursday, 7 am – 5 pm | Friday, 7 am – 3 pm

### Station Express

Room MB108, Stan Grad Centre

403.210.4424

Monday to Thursday 7am – 8pm | Friday 7am – 3pm

Station Market and Express are the Students' Association convenience stores. Find all the essentials at student-friendly prices. They carry a variety of items including \$2 hot dogs, coffee, bubble tea, energy drinks, sandwiches, snacks and more.

## Food services provided by SAIT's School of Hospitality and Tourism

*Hours displayed are for the fall and winter semesters. Please check [sait.ca/hospitality](http://sait.ca/hospitality) for spring and summer operations.*

### 4 Nines Dining Centre

John Ware Building

Monday to Friday | Breakfast 7:30 – 9:45 am | Lunch 10:45 am – 1:30 pm

*Hours are subject to change*

Enjoy home-style meals prepared from scratch by SAIT culinary students. Choose from a wide selection of hot and cold menu items made with the freshest ingredients, including short-order options, soups, salads, sandwiches, desserts and more.

Exclusive to this venue, you can save when you use the 4 Nines Meal Card. Convenient and reloadable, the meal card is available for free from the cashier.

### The Marketplace

John Ware Building

Monday to Thursday, 11 am – 5:30 pm

Friday, 11 am – 4 pm

*Hours are subject to change*

SAIT's go-to for student-made, quality goods including:

- Artisan breads and desserts
- House-made sauces and jams
- Fresh meat, poultry and fish
- Convenient meals to-go

### The Butchery

John Ware Building

Thursday, 11 am – 1 pm

*Hours are subject to change*

The first of its kind in Canada, The Butchery is a student-run retail market selling flavourful smoked and cured meats along with an assortment of gourmet stuffed and seasoned proteins. A new take on a classic trade, be sure to visit your neighbourhood SAIT butcher.

## The Highwood

John Ware Building  
403.284.8615

Join us at The Highwood — Calgary's best kept secret — for exceptional food and outstanding hospitality. With a team of renowned chefs and service instructors to guide them, our students can't wait to show you what they've been cooking up this semester!

Reserve your table at [sait.ca/highwood](http://sait.ca/highwood). Walk-ins welcome.

## Downtown Culinary Campus

226, 230 8th Ave SW  
Monday to Friday | Breakfast 7 – 10 am | Lunch 11 am – 1 pm  
Market 7 am – 4 pm  
*Hours are subject to change*

Add flavour to your week with:

- Made-to-order omelets, breakfast sandwiches and a gourmet oatmeal bar
- Rotisserie, braise and sauté lunch stations
- Convenient, wholesome dinners-to-go
- Artisan boulangerie and pâtisserie

## Destinations

Senator Burns, Room N121  
403.284.8455  
[destinations@sait.ca](mailto:destinations@sait.ca)  
Monday to Friday | 8 am – 11 am and 12 pm – 3 pm

Destinations, SAIT's student-run travel centre, uses the latest industry software to provide flight, hotel, car and insurance bookings for staff, faculty, students and alumni. Whether looking for a vacation package, cruise, adventure tour or niche travel, SAIT's Travel and Tourism students perform extensive research, provide detailed quotes and handle all reservations to ensure each and every destination becomes the perfect get-away.

## Recreation

V205, Campus Centre  
403.284.8027  
[sait.ca/recreation](http://sait.ca/recreation)

### Recreation Membership

Membership can be purchased from Monday to Friday, 5:30 am – 11:00 pm

- Apprentice membership – \$20 per month

Facilities include: 25-metre salt water swimming pool, one- and three-metre diving boards, multi-purpose gymnasium, weight room, squash courts, sport field for multi-purpose activities and a hockey rink.

### Trojans Intramural Program

Open to all Wellness Centre Apprentice members.

Sports include: Flag football, hockey, volleyball, outdoor soccer, indoor soccer and special events.

### Recreation Programs

These are registered based classes and additional fees apply. Register through [sait.ca/recreation](http://sait.ca/recreation) or call 403.284.7248. Pick up a Recreation Guide at the Wellness Centre, V111.

Classes and courses can include: a variety of fitness classes, dance, mind/body and wellness, martial arts, certifications courses and swimming lessons.

### SAIT Trojans Athletics

As an apprentice, you could be eligible to participate in SAIT Varsity Athletics.

Sport teams include: Soccer, hockey, volleyball, basketball, cross-country running and indoor track.

Contact Trojans Athletics at 403.210.4130 for details.

# SAIT Students' Association (SAITSA)

## SAITSA Resource Centre

MC107 Stan Grad Centre Irene Lewis Atrium  
403.210.4323  
Monday to Friday, 8:30 am – 4:30 pm

Campus SAFEWALK, fax service, Emergency Parent Contact program, free phone, microwaves, volunteering opportunities.

## Campus SAFEWALK

403.284.SAFE (7233)  
Monday to Friday, 6 – 11 pm  
Fall and Winter terms only

Escorts students and staff to and from vehicles, bus stops and buildings.

## Main SAITSA Office

V204 Campus Centre  
403.284.8036

Student Executive Council offices, club information, Good Food Box program and more.

# Alumni and Development

MA113 Heritage Hall  
403.284.7010  
[sait.ca/alumni](http://sait.ca/alumni)

Welcome, future SAIT graduates!

As apprenticeship students, you're setting off on a journey that will bring more opportunities than you can imagine! More than 220,000 SAIT alumni are now applying their skills around the world.

The Alumni and Development department is here to help you succeed well beyond your student years. Our goal is to help you move from the classroom to a successful career.

During your time at SAIT, we hope you will take advantage of the mentors and contacts you make. Many of our industry partners are past SAIT students who are willing to share their experiences to help you achieve your goals. Through such partnerships and a strong graduate network, we can help you make the connections to advance your career.

The Alumni and Development team also administers SAIT's Student Awards program. More than \$5 million in awards are available each year. Awards are based on achievement, community service and/or financial need. Several awards are just for apprentices. Don't miss out on the opportunity — apply today! Applications are online, secure and easy to complete.

We look forward to meeting you and to helping you make the most of your time at SAIT. Once you complete your program, the advantages continue. As a graduate of SAIT, you are eligible for all of the benefits and services offered to SAIT alumni.

# Convocation ceremonies

## It's your day to celebrate

Apprentices are welcome to participate in SAIT's convocation ceremonies and receive a Recognition of Accomplishment Certificate. If you successfully complete your final period of apprenticeship and at least one other apprenticeship period at SAIT, please join us to celebrate your success.

Your employer is also welcome to attend your convocation ceremony.

Registration opens online at the beginning of March and June. Visit [mysait.ca](http://mysait.ca) for further information or contact Office of the Registrar at 403.210.4202 or [convocation@sait.ca](mailto:convocation@sait.ca)

**MacPhail School of Energy:** Instrumentation and Control Technician, and Rig Technician.

**School of Construction:** Bricklayer, Cabinetmaker, Carpenter, Concrete Finisher, Gasfitter, Glazier, Insulator (Heat and Frost), Painter and Decorator, Plumber, Refrigeration and Air Conditioning Mechanic, Sheet Metal Worker, Steamfitter/Pipefitter.

**School of Hospitality and Tourism:** Baker and Cook.

**School of Manufacturing and Automation:** Appliance Service Technician, Crane and Hoisting Equipment Operator, Electrician, Electric Motor Systems Technician, Machinist, Industrial Mechanic (Millwright), Natural Gas Compression Technician, and Welder.

**School of Transportation:** Auto Body Technician, Automotive Service Technician, Heavy Equipment Technician, Parts Technician, Recreation Vehicle Service Technician, and Transport Refrigeration Technician.

# Apprenticeship transfer options

## Academic Services

NN624 Senator Burns Building

Phone: 403.210.4238

Fax: 403.774.4699

[transfer.options@sait.ca](mailto:transfer.options@sait.ca)

[sait.ca](http://sait.ca)

A transfer option is the opportunity to use a credential earned at one institution for credit toward the completion of an advanced credential at the same institution or another institution. For example, a certificate toward a diploma, a diploma towards a degree, an applied degree toward an additional undergraduate or applied degree.

Work completed in apprenticeship programs plus work experience can be used either for transfer credit or as admission to other credentials, depending on the requirements of the receiving program.

In some cases, apprentice graduates may use their apprentice coursework and/or work experience toward diplomas and degrees, either at SAIT or other institutions. Diploma and degree graduates are also looking at completing apprenticeship programs. This kind of additional education, combined with real-world work experience, can often result in further career opportunities in business, management or leadership.

Opportunities for internal and external transfer options are explained on the Transfer Options page on [sait.ca](http://sait.ca) and listed by school. These are updated regularly as opportunities for apprentices graduates are negotiated.

Visit [sait.ca](http://sait.ca) and search Transfer Options.

This handbook is published annually as information for new and returning apprenticeship students. Every effort is made to ensure accuracy at the time of printing. SAIT and the Apprenticeship and Industry Training Division of Alberta Innovation and Advanced Education and Technology reserve the right to change information in the handbook without notice. SAIT and Alberta do not accept responsibility or liability for any person who may suffer loss or who may be otherwise adversely affected by such change, however caused.

# History of SAIT

- **Oct. 16, 1916:** Provincial Institute of Technology and Art (PITA) opens with 11 students and seven instructors in temporary quarters at the Colonel James Walker School in southeast Calgary; two programs offered — motor mechanics and metal working.
- **1918-1920:** Public (civilian) instruction temporarily suspended to retrain First World War veterans.
- **1922:** Heritage Hall built; classes relocated from the Colonel Walker School; Heritage Hall is shared with the Calgary Normal School — a teacher training facility.
- **1930s:** The Great Depression; most classes cancelled and replaced with free lessons for the unemployed; campus landscaping is made a public works project.
- **1940-46:** Classes are moved to Stampede Grounds and the campus is turned over to the federal government for Royal Canadian Air Force wireless training.
- **1948:** Apprenticeship training begins at PITA.
- **1960:** Renamed Southern Alberta Institute of Technology (SAIT).
- **1982:** SAIT moves from direct control by the province to become a Board-governed institution.
- **2001:** East Hall residence and the Stan Grad Centre make their debut on campus; Heritage Hall is restored.
- **2002:** Clayton Carrol Automotive Centre opens.
- **2004:** SAIT opens its newest campus, the Art Smith Aero Centre for Training and Technology, at the Calgary International Airport.
- **2008:** Tower Residence opens and offers apprentices the option of on-campus housing.
- **2009:** A new parking garage opens, located beneath the Cohos Commons playing field.
- **2012:** The 740,000 square foot \$400 million Trades and Technology Complex buildings open.
- **2013:** Renovated Thomas Riley Building provides new trades spaces on SAIT's main campus.
- **2016:** SAIT started 2016 by launching a new brand that was collaboratively created to better reflect our unique approach to action-based learning. A time capsule containing memorabilia and messages for the year 2116 was buried on June 5, 2016.  
  
SAIT turned 100 in October 2016 with celebrations that honoured the institution's history.
- **2017:** SAIT opens a custom-designed southeast campus housing a crane maintenance shop and laydown yard equipped with boom trucks and mobile cranes. It will have space for the largest array of crane simulators in North America.



I have improved my knowledge here at SAIT and I am proud to have a ticket and understanding about the job."

— SAIT apprenticeship student

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