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Congratulations on your decision to choose the Southern Alberta Institute of Technology for your formal apprenticeship training. As a leader in workforce development, SAIT will train approximately 7,300 apprentices in 2019/20 — representing almost one-third of apprenticeship training in Alberta.

Completing your apprenticeship program is the next step in shaping your future. By choosing SAIT, you are embarking on a journey that will launch your career and propel you toward your goals and dreams.

The 2017-18 Apprenticeship Survey shows 93% of SAIT apprentices were satisfied or very satisfied with the overall quality of their educational experience. I’m pleased SAIT provides 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 will 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
President and CEO

It is my pleasure to welcome you to SAIT for your apprenticeship technical training. At SAIT, we celebrate how trades and innovation build and shape our world. You will leave SAIT with practical knowledge that will help you advance in your quest of becoming a certified journeyperson.

While you are here at SAIT, you will learn a mixture of theory and hands-on training in our state-of-the-art labs. SAIT’s Apprenticeship Success Services can help you with academic coaching, tutoring, studying and learning skills — ensuring that you have all the tools you need to succeed at SAIT.

I was once an apprentice and worked hard to achieve my journeyperson status. I remember the rigors of technical training and how my dedication as a student paid off. My technical training served me well and I know that without it, I would not be where I am today. Make the most of this opportunity to learn new skills, develop your network and expand your comfort zone.

We hope you enjoy your time here at SAIT and use this handbook as a resource to inform you on everything you need to know to excel here.

Good luck on your technical training.

Jim Szautner M.Ed, RSE
Dean of Manufacturing and Automation
Dean of School of Transportation
Head of Trades
Contact information

It is important to know who to contact for your program here at SAIT or at the Apprenticeship and Industry Training office. During your technical training, you may have questions or need support from various areas – these are the key contacts.

SAIT Contacts

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
Student Employment and Career Centre: 403.210.5730
Health Services (main campus): 403.284.8666
Lamb Learner Success Centre: 403.284.8367
SAIT Residence: 403.284.8013
SAIT Students’ Association: 403.284.8036
Tuition and Financial Aid: 403.284.7248

SAIT MAIN CAMPUS
301 16 Ave. NW
Agricultural Equipment Technician: 403.284.8471
Appliance Service Technician: 403.284.8451
Automotive Service Technician: 403.284.8471
Baker: 403.284.8612
Bricklayer: 403.284.8367
Cabinetmaker: 403.284.8367
Carpenter: 403.284.8367
Concrete Finisher: 403.210.8367
Cook: 403.284.8612
Electrical Motor Systems Technician: 403.284.8451
Electrician: 403.284.8451
Gasfitter: 403.284.8367
Glazier: 403.284.8367
Heavy Equipment Technician: 403.284.8471
Industrial Mechanic (Millwright): 403.284.8641
Instrumentation and Control Technician: 403.284.8451
Insulator (Heat and Frost): 403.284.8367
Machinist: 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
Sheet Metal Worker: 403.284.8367
Steamfitter-Pipefitter: 403.284.8367
Welder: 403.284.8641

MAYLAND HEIGHTS CAMPUS
NR Buck Crump Building | 1940 Centre Ave. NE
Auto Body Technician: 403.210.4150
Recreation Vehicle Service Technician: 403.210.4150

SE POINT TROTTER CAMPUS
Crane and Ironworkers Facility | 10490 72 St. SE
Crane and Hoisting Equipment Operator (Boom Truck and Mobile Crane): 403.210.4020
Ironworker: 403.210.4020
Roofier: 403.210.4020

Important Dates

Mark your calendars and keep in mind the important dates from SAIT. Know when SAIT’s campus is closed, when major apprenticeship intakes are taking place.

- May 15, 2019: Registration opens for technical training
- Sept. 2, 2019: Labour Day
- Sept. 3, 2019: Apprenticeship intake 1 begins
- Oct. 14, 2019: Thanksgiving
- Oct. 28, 2019: Apprenticeship intake 2 begins
- Nov. 11, 2019: Remembrance Day
- Jan. 6, 2020: Apprenticeship intake 3 begins
- Feb. 17, 2020: Family Day
- Mar. 2, 2020: Apprenticeship intake 4 begins
- April 10, 2020: Good Friday
- April 13, 2020: Easter Monday
- April 27, 2020: Apprenticeship intake 5 begins
- May 4, 2020: Apprenticeship intake 6 begins
- May 18, 2020: Victoria Day
- July 1, 2020: Canada Day
- Aug. 3, 2020: Heritage Day

*some apprenticeship intakes may vary, depending on the trade.

On-campus Apprenticeship and Industry Training Liaison office

Darshan Khunkhun
AIT Examination and Liaison Officer
SAIT office: 403.284.8092
Thomas Riley Building, TF241 (second floor)
Appointment bookings: 403.297.2191
Main campus: Wednesday, 7:30 am – noon
Alberta Advanced Education and Technology Apprenticeship and Industry Training Client Services (South Region)
1.800.248.4823
tradesecrets.alberta.ca
Suite 200, Willow Park Centre
10325 Bonaventure Dr. SE
Monday to Friday: 8:15 am – 4:30 pm
Internet Access
Internet access locations (including wireless) around campus include the Reg Erhardt Library, Stan Grad Centre, Senator Burns Building, EH Crandell building and The Gateway.

Student Employment and Career Centre
If you are out of work, we can help. We can connect you with employers actively looking for skilled employees. We can also help you prepare your resume to ensure that you stand out.

Computer Help Desk
403.210.4357
helpline@sait.ca
Computer help desk telephones are located throughout campus.
SAITSA: SAIT Students’ Association

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

Here you can find services including: Safewalk, fax, Emergency Parent Contact program, free phone, microwaves and postings for volunteer opportunities.

Main SAITSA Office  
V204 Campus Centre  
403.284.8036

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 Point Trotter Campus  
Crane and Ironworkers Facility  
10490 72 St. SE  
• Crane and Hoisting Equipment Operator  
• (Boom Truck and Mobile Crane) and Ironworker  
• Roofer
Begin your SAIT journey

Registering for your technical training is simple and streamlined. Make sure you have completed the necessary steps to apply.

1. **ELIGIBILITY**

   Registration for the 2019 – 20 academic year begins in May. You can register for one or multiple periods of training based on your eligibility.

   Make sure that you have your apprenticeship registration number, found on your MyTradeSecrets profile, to be eligible for technical training at SAIT. You can check your progress through your MyTradeSecrets profile.

2. **SELECT**

   Through your MyTradeSecrets profile, you are able to view intake dates and deadlines. You can review schedules and discuss with your employer when it would be best for you to progress in your technical training.

3. **REGISTER**

   Whether you are registering in person or online, you will want to make sure that you have your apprenticeship registration number along with payment ready.

   For online registration, you will access your MyTradeSecrets profile, choose your preferred class and complete your payment by credit card (Visa or Mastercard).

   To register in person or on the phone, call 403.284.7248 or toll-free at 1.877.284.7248 or visit the Office of the Registrar in AA211, second floor of Heritage Hall.
CONFIRMATION

Check your registration confirmation email for your program start date, class schedule, receipt, getting started at SAIT, and Employment Insurance (EI) code.

SUCCESS

If your math, reading and study skills could use some sharpening, we offer courses to help.

Start by visiting sait.ca and perform the assessment of math and reading skills. Then register for an orientation session that fits with your schedule.

**PREP 145**: Prepare for success by taking part in Orientation for Apprentices which is a free study skills course.

**MATH 145**: Math Prep for Apprentices is a free course that will help build your fundamental math skills in algebra and geometry.

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
Financial information

**Employment Insurance**

1.800.206.7218  
Monday to Friday, 8:30 am – 4:30 pm  
servicecanada.gc.ca

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 your 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 by contacting the Office of the Registrar at 403.284.7248.

Be aware that you may not receive Employment Insurance payments for up to four to six weeks after starting classes. Plan to have alternative financial arrangements in place during this time.

**Service Canada offices**

100, 1816 Crowchild Tr. NW  
150, 220 – 4 Ave. SE  
(French service available)  
350, 15 Royal Vista Pl. NW  
116, 5401 Temple Drive NE

**Apprenticeship Linked Line of Credit (ALLOC)**

**PRODUCT SPECIFICATIONS**

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

**PRODUCT OPTIONS**

- **ALLOC with Life Protection and Disability Protection:**  
  - Minimum amount: $5,000  
  - Maximum amount: $50,000  
  - ALLOC at prime + 2% (on approved credit); as of May 3, 2018 the effective rate is 5.45%

- **ALLOC without Life Protection and Disability Protection:**  
  - Minimum amount: $5,000  
  - Maximum amount: $50,000  
  - ALLOC at prime + 2.5% (on approved credit); as May 3, 2018 the effective rate is 5.95%

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

1.866.742.3644  
servicecanada.gc.ca

Registered apprentices who have successfully completed training and become certified in an approved Red Seal trade are eligible for both these grants, if they meet the requirements for each. They may receive:

- A taxable cash grant of a maximum $4,000 per person for both grants combined.

**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/admissions/tuition-and-financial-aid/students-awards](http://sait.ca/admissions/tuition-and-financial-aid/students-awards)

- $5 million is available in more than 4,000 student awards including many scholarships just for apprentices
- These awards provide extra funding for qualifying students in almost every program.

**Registered plans (RESPs, LLPs)**

Check whether any of your family members have set up an RESP in your name or withdraw from your own 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.
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.

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

3. RESPECT
   All students are responsible for contributing to a working and learning environment free of discrimination, harassment, intimidation and physical or psychological abuse. You are expected at all times to show respect and consideration for fellow students, instructors and staff.

4. RESOURCES
   Talk to your instructor if you are having trouble understanding the material and take advantage of the free resources available at SAIT. Support services – including tutoring, academic coaching and counselling – are available for academic and personal concerns.

5. MYSAIT.CA
   Here you’ll find information and resources specifically for apprentices, including a full edition of the Apprenticeship Handbook. Use your student ID number to enter.

Paying for your apprenticeship

Paying for your technical training should not be stressful. Below are some tips, tricks and options.

Managing your money – we are here to help

At SAIT, our goal is to give students the greatest training and advantages possible. You will need to purchase either books or modules and other items for class. Don’t buy modules ahead of time as they might be outdated by the time you attend classes and they cannot be returned to the bookstore.

We want to make sure you’re ready to succeed – and that includes financially.

Reduce expenses

- Read community listings to find 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 which offer student discounts

Budget

Track all spending for one month to get a full picture for budgeting, including:

- Rent or mortgage expenses, including property tax
- Utilities (electricity, water, heat, telephone, internet, cable)
- Food, clothing and personal care
- Transportation (transit pass, car payment, insurance, gas, parking)
- School expenses (tuition, books, mandatory fees and supplies)
- Use the Cost Calculator on sait.ca to see how much you will need each month.

Stay on track

- Use cash whenever possible
- Use prepaid and refillable grocery cards, coffee cards, gas cards, etc.
- Only use credit cards for emergencies or when cash isn’t accepted
- Pay all bills on time to avoid late fees

If you have questions about funding options or need help applying for a student loan, visit a funding advisor in the Lamb Learner Success Centre.

403.284.7054
funding@sait.ca
Getting ready for training

At SAIT we believe that it is important to begin your technical training with confidence. We have tools and training that will help you to assess your math and reading skills. This is the first step in understanding your options in order to elevate your academic success.

Math skills assessment quiz and the reading skills assessment quiz

Take our free online assessment to check your current mathematic and reading skills. Based on your results, SAIT will give you suggestions for what you can do to better prepare for your technical training. Visit sait.ca to take your assessment.

PREP 145
Orientation for Apprentices

PREP 145 is a free study skills course just for apprentices – and a valuable six hour investment. 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 over the course of two evenings or a full day on Saturday prior to each intake.

This course fills quickly, so reserve your seat now. Visit sait.ca/assessment to register. For more information, contact 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 is a free training for apprentices in advance of each training period.

For more information, contact academic.coaching@sait.ca. Visit sait.ca/assessment to register.
Apprenticeship Success 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
AA205 Heritage Hall
403.284.7023

Personal well-being is crucial to your academic success. Our professional counsellors are here to help with personal, educational or career-related concerns.

Accessibility Services
Lamb Learner Success Centre
MC221 Stan Grad Centre
403.774.5093
accessibility.services@sait.ca

Assistance and accommodations are available to SAIT students with chronic health conditions and mobility, sensory (vision and hearing), learning, attentional, neurological, psychological and temporary (e.g. broken wrist) disabilities. 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.

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

Realize your academic goals with individualized academic coaching and workshops. Learn how to get organized, manage your time, take effective notes, improve your memory and prepare for tests.

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 Services
Lamb Learner Success Centre
MC221 Stan Grad Centre
403.284.8082
tutoring@sait.ca

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.

Testing Services
Lamb Learner Success Centre
MC221 Stan Grad Centre
403.210.4283
testing@sait.ca
sait.ca/testing

Exam accommodations for students with disabilities.
mySAIT

mySAIT.ca is an online resource, it is accessible any time and from any location. This 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.

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

Finding your classroom

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

Orientations

These sessions will help you get the most from your time 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)

Stay safe

SAITALERT

403.210.5820
sait.alert@sait.ca

SAITALERT is a free app that helps keep SAIT students and employees safe on and around campus. It outlines details on emergency procedures, offers emergency notifications and has working alone and virtual safe walk features.

You can download the app on Google Play for Android and the App Store for Apple devices.

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
• remain at your muster point until the emergency is resolved.

Safewalk

403.284.7233
campus.safewalk@edu.ca

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

Campus Security will also escort you to any place you want to go within the SAIT Campus they can be contacted on the non-emergency line 403.284.8530.

Transit

SAIT’s Campus Centre is attached to the CTrain station, SAIT/ACAD/Jubilee which is on the Red (201) Line. Exit through the north doors of Campus Centre.

At Mayland Heights, the EB Barlow – Max Bell CTrain station is the closest to the campus. From the station, students can take a bus or walk to Mayland Heights.

Due to Point Trotter’s location, the Crane and Ironworker Facility can be difficult to get to by transit. To find the best options, visit Calgary Transit.

Visit Calgary Transit for detailed information about the CTrain, including schedules.
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 saitsalockers.com.

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

Find the location where you would like to have your locker and then register.

For registration you will need:
• valid student ID number
• email address
• online method of payment (credit card, Visa/MasterCard gift card)

Locker pricing

Apprentice 8 weeks/half-size: $25
Apprentice 8 weeks/full-size: $30
Apprentice 12 weeks/half-size: $25
Apprentice 12 weeks/full-size: $30
One semester/half-size locker: $30
One semester/full-size locker: $35
Two semester/half-size locker: $45
Two semester/full-size locker: $55

*Prices include tax.

Half-semester rentals will be charged 50% 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
• $15 to replace lost or stolen card (fees subject to change)

Bookstore

MB107 Stan Grad Centre
403.284.8466
bookstore@sait.ca
sait.ca/bookstore

The Bookstore has the supplies, textbooks and modules available for your first class. Booklists are available in the store or online.

Along with books, find SAIT merchandise and clothing. Trojans wear and school rings. Cash, SAIT eCards, debit, Visa or MasterCard are all accepted.

The Bookstore is closed Sundays and statutory holidays. Hours are extended from 7 am to 7 pm for apprentices. Check sait.ca for details.

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

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
Reg Erhardt Library

MC111 Stan Grad Centre
403.284.8616
sait.ca/library

• resources include books, magazines, newspapers, electronic books and journals and audiovisuals – more than 110,000 ebooks and 8,000 digital streamed videos are available
• Trade and Apprenticeship Exambank is available at 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 group, including the Calgary Public Library and University of Calgary library.
Parking at SAIT

403.210.4494
V215 Campus Centre
campus.parking@sait.ca

SAIT has a number of parking lots for student and visitor use.

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

There are pay-on-exit systems 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 building Nj wing and Thomas Riley building).

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).

Art Smith Aero Centre, Buck Crump Campus, Culinary Campus, Ironworker and Crane Facility and The Tastemarket by SAIT all have different parking availability. Call their offices to learn more.

Parking rates

### Monthly parking

<table>
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<th>Lot</th>
<th>Rate</th>
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<tr>
<td>P1 (student/residence)</td>
<td>$135</td>
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<tr>
<td>P9, P10, P11, P12 and P17</td>
<td>$175</td>
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<tr>
<td>P25 – Motorcycles</td>
<td>$50</td>
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### 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 $27
- $7 flat fee weekends

**P3**
- $5 first hour or less
- Each additional 1/2 hour $1.75
- Daily maximum $14
- $7 flat fee after 4:30 pm and weekends

**P5**
- $5 first hour or less
- Each additional 1/2 hour $1.75
- Daily maximum $18
- $7 flat fee after 4:30 pm and weekends

**P6**
- $5 first hour or less
- Each additional 1/2 hour $1.75
- Daily maximum $18
- $7 flat fee after 4:30 pm and weekends

**L1B**
- $5 first hour or less
- Each additional 1/2 hour $1.75
- Daily maximum $27
- $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 $27
- $7 flat fee weekends

For more information, contact Parking Services at saitparking.ca.

AIT’s Top Apprentice Instructor Award Winners

These SAIT instructors have received AIT’s Top Instructor award since 2009.

- **Mike Bain**, Electrician Instructor, 2018
- **Rysen Jordan**, Electrician Instructor, 2014
- **Dan Weinert**, Carpenter Instructor, 2012
- **Mick McGowan**, Cabinetmaker Instructor, 2011
- **Les Hoyle**, Auto Body Technician Instructor, 2009

See page 29 to nominate an instructor this year!
sait.ca
Food services

SAIT Food Services are operated by Chartwells, the School of Hospitality and Tourism and the SAIT Student Association (SAITSA). SAIT boasts over a dozen locations on campus where you can fuel up with everything from a cup of coffee to complete entrées.

On campus dining

ALDRED CENTRE FOOD COURT
- Bento Sushi
- Pizza 73
- Rice Tales
- RuffNex Grill
- Second Cup
- Spolumbos

ART SMITH AERO CENTRE FOR TRAINING AND TECHNOLOGY
- Aero Grill

BEGIN TOWER RESIDENCE
- Denny’s AllNighter
- The Corner Store

CAMPUS CENTRE
- Jugo Juice
- The Gateway Restaurant and Bar (food services provided by SAITSA)
  403.284.8750
  Monday to Friday: 9 am – 10 pm
  Hours subject to change
  The Gateway is the only on-campus bar at SAIT, making it the prime place to meet friends before, between and after classes. The Gateway 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 for event information.
- The Odyssey Coffeehouse (food services provided by SAITSA)
  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, teas, baked goods, soups and breakfast and lunch favourites. The Odyssey is also a great place to study, meet up with classmates or take a break from school.

CENOVUS ENERGY CENTRE
- Tim Hortons

JOHNSON-COBBE ENERGY CENTRE
- Starbucks
- Subway

JOHN WARE BUILDING
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 for spring and summer operations.

4 Nines Dining Centre
- 4 Nines Dining Centre
  Monday to Friday
  Breakfast: 7:30 – 9:45 am
  Lunch: 10:45 am – 1:30 pm
  Hours 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 4Nines Meal Card. Convenient and reloadable, the meal card is available for free from the cashier.

The Marketplace
- The Marketplace
  Monday to Thursday: 11 am – 5:30 pm
  Friday: 11 am – 4 pm
  Hours 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
- The Butchery
  Thursday, 11 am – 1 pm
  Hours 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
- The Highwood
  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 can whip up! Reserve your table at sait.ca. Walk-ins welcome.
SENATOR BURNS BUILDING

- **Station Market**  
  *(food services provided by SAITSA)*  
  Room N120, Senator Burns building  
  403.284.8659  
  Monday to Thursday: 7 am – 5 pm  
  Friday: 7 am – 3 pm  
  Station Market and Express are SAITSA’s 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.

- **Tim Hortons**  
  coffee, pastries, sandwiches, soups, chili, breakfast options

STAN GRAD FOOD COURT

- **Artisan Deli**
- **Austin Grill**
- **On the Go**
- **Pizza 73**
- **Teriyaki Experience**
- **Tim Hortons**

- **Station Express**  
  *(food services provided by SAITSA)*  
  Room MB108, Stan Grad Centre  
  403.210.4424  
  Monday to Thursday: 7 am – 8 pm  
  Friday: 7 am – 3 pm  
  Station Market and Express are SAITSA’s 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.

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Off campus dining

- **Downtown Culinary Campus**  
  *(food services provided by SAIT’s School of Hospitality and Tourism)*  
  226, 230 8th Ave SW  
  culinarycampus.ca  
  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 patisserie

- **The Tastemarket by SAIT**  
  *(Food services provided by SAIT’s School of Hospitality and Tourism)*  
  444 7 Ave SW  
  tastemarket.ca  
  Monday to Friday | Breakfast: 7 – 10:30 am  
  Lunch: 11 am – 2 pm | Charcuterie and flatbreads: 11 am – 5:30 pm  
  *Hours are subject to change*  
  Unique to Calgary’s culinary community, The Tastemarket by SAIT is an innovative learning environment for future culinary entrepreneurs. We partner with local and sustainable suppliers to bring you SAIT-made charcuterie, woodstone flatbreads, a decadent bakery and a line featuring daily student creations.

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Destinations

**Senator Burns building, N121**  
**403.284.8455**  
**destinations@sait.ca**  
Monday to Friday: 8 am – 11 am and noon – 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.

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Apprenticeship Handbook 2019/2020  
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Housing

Residence
SAIT Residence offers affordable options and is conveniently located on campus. Save yourself the hassle of trying to find a short-term place to live and live in residence where our lease term will match up with the length of your apprenticeship.

Begin Tower
Apprentices have their own community in the Begin Tower, and each two bedroom suite comes with its own bathroom and kitchenette (equipped with stove tops). Begin Tower also offers communal amenities such as the cardio room, yoga studio and lounges.

Contact us
403.284.8013
Monday to Friday, 8:15 am – 4:30 pm
residence@sait.ca
sait.ca

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

Our rates
For short term rentals
Apprenticeship rates are as low as $33/day (plus applicable fees). Conveniently located right on campus.

Our rooms
Our rooms are spacious and come furnished — making your move in seamless.

Off-campus housing registry
1.866.432.6610
saitsa.com
help@rentingspaces.ca
rentingspace.ca

The Residence Life Program at SAIT is what makes us stand out from other housing options available for students. Our Resident Advisors, Residence Life Coordinator and Manager of Residence Life offer support. Live at SAIT and make friendships that last a lifetime.
Recreation

V205, Campus Centre
403.284.8027
sait.ca/recreation

Recreation Membership
Memberships 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
Additional fees apply for these registered classes. Register through 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, martial arts, certifications courses, swimming lessons and those focused on mind, body and wellness.

Apprenticeship record book
When apprentices register with Apprenticeship and Industry Training (AIT), they also receive a record book or 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
• hours required for eligibility for the provincial qualification examination
When you receive this record book:
• read it thoroughly
• have it available for your direct journeyperson supervisor as required
When you complete a period of apprenticeship, return the record book to the nearest Apprenticeship and Industry Training office. After it is returned to you, you will be 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 journeyperson 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 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
• at the completion of each period of apprenticeship, reviewing with the direct journeyperson supervisor the hours worked and on-the-job training and work experience completed during that period — ensuring the record book is kept up to date, and 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 or employer changes
• immediately notifying the nearest Apprenticeship and Industry Training office of any change in address or 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.

Responsibilities of the employer
The employer is responsible for:
• providing appropriate on-the-job training and work experience for the apprentice in the 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 journeyperson 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.

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 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 in 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 Reg Erhardt 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 AC.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.4.6.1 403.210.4406*

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 and in the Reg Erhardt 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 they have taken ideas or words from another source and 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 offence. For a first offence, the student will ordinarily receive a zero 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 their file for a period of seven years. A student who is expelled from SAIT as a result of academic misconduct will have this indicated indefinitely on their permanent record.
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 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 their 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 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

- 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 but must be removed from your person and 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.
- 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, a website 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

Find it at tradesecrets.alberta.ca/mytradesecrets.

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 tradesecrets.alberta.ca/mytradesecrets.

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
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 (75s and 85s or higher)
• Stay after school from 3 to 4:30 pm and meet with your study group to review what you learned, when the next test is, etc.
• Be passionate and excited about your schooling, your classes and what you are learning
• Focus on getting to the end and passing your provincial exam
• Use the resources on campus: tutoring, academic coaches and counsellors
• Take PREP 145, Study Strategies for Apprentices – it’s free.

Lamb Learner Success Centre
MC221, Stan Grad Building
403.284.7054

If I had to do it again

What 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 modules 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 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.
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 for further information or contact the Office of the Registrar at 403.210.4202 or convocation@sait.ca.

Apprenticeships by school

MacPhail School of Energy: Instrumentation and Control Technician.

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

School of Hospitality and Tourism: Baker and Cook.

School of Manufacturing and Automation: Industrial Mechanic (Millwright), Ironworker, Machinist, Natural Gas Compression Technician, Welder.


Alumni and Development

MA113 Heritage Hall
403.284.7010
sait.ca/alumni

Welcome, future SAIT graduates!

Everyone who graduates from SAIT becomes a member of the SAIT alumni family – a network of more than 236,000 highly skilled professionals working across Canada and around the world.

The Alumni and Development team works to help you succeed as an apprenticeship student and to move from the classroom to a successful career.

Make the most of your studies by taking advantage of opportunities to meet mentors and SAIT industry partners, including SAIT alumni. Visit the Event Calendar on sait.ca for information on industry nights and other events designed to help you advance your career and achieve your goals.

Alumni and Development also administers SAIT’s Student Awards program, and several awards are only for apprentices. Learn more at sait.ca by clicking on Admissions, then looking for Student Awards under the Tuition and Financial Aid tab.

Apply for student awards using the secure and easy Online Student Awards Application Form. To find it, go to mySAIT.ca, click on the myStudent tab and look under Financial Information. Or attend a Student Award Application Assistance Lab, where experts can help you complete and submit your application. Check mySAIT.ca for upcoming lab dates and locations.

Once you complete your program, the advantages continue. As a SAIT graduate, you are eligible for all alumni perks including discounted fitness pass rates to SAIT’s Wellness Centre, low group rates on insurance, health and dental plans, and free access to services offered through SAIT’s Student Employment and Career Centre.
Continue your education

Apprenticeship Transfer Options

Learner and Academic Services
NN624 Senator Burns building
Phone: 403.210.5788
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 one. For example, a certificate toward a diploma, a diploma toward 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. These are updated regularly as opportunities for apprentice graduates are negotiated.

Blue Seal

Blue Seal Certificate or achievement in the Business Competencies Program is a credential offered by Alberta Apprenticeship and Industry Training (AIT) to individuals with a valid Alberta journeyperson certificate, Alberta Occupational Certificate, or another valid trade certificate recognized in Alberta.

At SAIT, we offer a convenient and flexible pathway to earning your Blue Seal certificate through courses and workshops offered by the School of Business and School of Construction.

With dozens of business-related courses as well as pre-approved programs to choose from, you can obtain your Blue Seal through part-time studies, online studies or a combination of both.

Once you have completed your program or courses at SAIT and have reached the 150-hour work requirement, you must fill out the Blue Seal application form online through Alberta Apprenticeship and Industry Training (AIT) and submit your official SAIT transcripts along with the application fee to any Alberta Apprenticeship and Industry Training office.

Gold Seal

The Gold Seal Certificate is a standardized program supporting the development of skilled Canadian Construction and Heavy Civil management professionals across Canada, upholding expectations and standards of excellence. All Gold seal certified management professionals have been assessed and meet the Gold Seal standard requirements of industry knowledge, experience, education and training.

If you have less than five years of experience in your designation, you must first register as a Gold Seal Intern (GSI) or Gold Seal Intern (Safety). You’ll have up to five years to meet the Gold Seal Certification requirements and to take the Gold Seal exam to become Gold Seal Certified (GSC).

If you have over five years of experience in your designation, you may apply for Gold Seal Certification (GSC) or Gold Seal Certification (Safety). If your application meets the requirements, you can take the Gold Seal exam to become Gold Seal Certified.

If you already have your Gold Seal Certification and want to stay current, you can apply for Professional Gold Seal Certified (PGSC). Every two years, you will need to demonstrate that you are still working in the designation in which you were certified and that you have done professional upgrading activities.
The Cadmus Trades Teaching Chair Award

This award is designed 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 their 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 their project.

Previous recipients:

• Andrew Samek, School of Manufacturing and Automation 2018/19
• Jordan Persson, School of Manufacturing and Automation 2018/19
• 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

2019/2020 Cadmus Trades Teaching Chair Award Winner

Rosalyn Ediger

Chef Rosalyn Ediger, from the School of Hospitality and Tourism, will focus on the development of a specialized course in culinary diplomacy and food anthropology. This course will be the first of its kind in North America and will highlight how SAIT adapts to industry standards as culinary diplomacy continues to emerge as a discipline.
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 (click on “Scholarships and 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.

tradesecrets.alberta.ca
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 are offered – motor mechanics and metal working.

- **1918-1920**: Public (civilian) instruction temporarily suspended to retrain First World War veterans.

- **1922**: Heritage Hall opens and classes are 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 the 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**: PITA 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 and Heritage Hall is restored.

- **2002**: Clayton Carroll Automotive Centre opens.

- **2004**: SAIT opens its newest campus, the Art Smith Aero Centre for Training and Technology, at the Calgary International Airport.

- **2008**: The Tower residence (later named Begin Tower) 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 $400-million, 740,000-square-foot Trades and Technology Complex opens.

- **2013**: Renovated Thomas Riley building provides new trades spaces on SAIT’s main campus.

- **2016**: SAIT launches a new brand collaboratively created to better reflect its unique approach to action-based learning. SAIT turns 100 in October with celebrations that honour 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. A time capsule containing memorabilia and messages for the year 2116 is buried on June 5, 2017.

- **2019**: Roofer apprenticeship program begins delivery at SAIT.
SAIT acknowledges it is situated on the traditional territories of the Blackfoot Confederacy, which today encompasses the Indigenous people of the Treaty 7 region: the Siksika, the Piikani, the Kainai, the Tsuut’ina, the Stoney Nakoda and the homeland of the Northwest Métis. SAIT also recognizes all the Peoples who make their homes in the Treaty 7 region of southern Alberta.
Campus buildings
- Heritage Hall
- Clayton Carroll Automotive Centre
- Aldred Centre
- East Hall Residence
- John Ware building
- E.H. Crandell building
- Begin Tower Residence
- Cenovus Energy Centre
- Johnson-Cobbe Energy Centre
- Green Building Technology (GBT)
- Stan Grad Centre
- Senator Burns building
- Eugene Coste building
- Thomas Riley building
- Campus Centre

Residences
- Heritage Hall
- Clayton Carroll Automotive Centre
- Aldred Centre
- East Hall Residence
- John Ware building
- E.H. Crandell building
- Begin Tower Residence
- Cenovus Energy Centre
- Johnson-Cobbe Energy Centre
- Green Building Technology (GBT)
- Stan Grad Centre
- Senator Burns building
- Eugene Coste building
- Thomas Riley building
- Campus Centre

Parking

A
- Heritage Hall
  Office of the Registrar, International Centre, Alumni Development (Student Awards), Student Development and Counselling

B
- Clayton Carroll Automotive Centre

C
- Aldred Centre
  Food court

D
- East Hall Residence

E
- John Ware building
  The Highwood, 4Nines, Market Place

G
- E.H. Crandell building
  ATB Financial, XDocs

H
- Begin Tower Residence
  Corner Store

J
- Cenovus Energy Centre

K
- Johnson-Cobbe Energy Centre
  Food court

L
- Green Building Technology (GBT)
  Lab and Demonstration Centre

M
- Stan Grad Centre
  Reg Erhardt Library, bookstore, food court

N
- Senator Burns building
  Chinook Lodge, food court

Q
- Eugene Coste building
  Security office

T
- Thomas Riley building
  Shipping and Receiving

V
- Campus Centre
  Athletics and Recreation, Students' Association (SAITSA), Orpheus Theatre, Parking Services, food court, gym, arena, pool

Instagram.com/sait
Facebook.com/sait
Twitter.com/sait
Youtube.com/saitca