



## Saskatchewan Apprenticeship Program *Journeyman as Trainer*

*Apprenticeship training is a structured system of supervised training leading to certification in one of Saskatchewan's designated trades.*

An apprentice spends approximately 85% of the time working on the job, learning the knowledge and skills associated with a trade from a certified journeyman. The remaining time is spent in theoretical and technical in-school training, which reinforces and expands upon what the apprentice learns on the job.

An apprentice receives a broad range of trade experience on the work site. As a journeyman, it is your responsibility to teach the apprentice to the best of your ability – to pass on your trade skills to the apprentice. You are responsible for providing the appropriate supervision and feedback. ***The role of the journeyman, as trainer of the apprentice, is crucial.***

***As a journeyman providing training, you play a key role in maintaining the integrity of your trade and of building the workforce of the future.***

### Basic Principles of Instruction

- don't assume the apprentice knows what to do: break the task down step-by-step; explain what is to be done, show how it is done and then let the apprentice do the task
- provide continuous feedback on how the apprentice is doing. If an apprentice has not done a job right, take the time to show him/her what was done wrong. When he/she has done a job right, take the time to recognize their success.
- be patient. There is no such thing as a 'stupid question'. It is your job to explain until the apprentice understands. Each person learns in a different way. You may have to try several approaches to help the apprentice accomplish the task.
- treat the apprentice fairly and with respect
- develop your coaching skills: participate in any 'train the trainer' courses or workplace coaching skills programs. Discuss your abilities as coach with your employer.
- practicing skills is the best way to maximize learning
- remember how it was when you went through the apprenticeship program. You can do an even better mentorship job and set the example for how your apprentices will train the next generation.

## **The Six Steps of Skills Training:**

- demonstrate the task at normal speed
- repeat the steps slowly, explaining each step as you go
- let the apprentice do the task slowly while you watch and guide
- let the apprentice practice building speed and accuracy
- watch a complete run through by the apprentice. Notice technique, speed and accuracy. Coach the apprentice to further improve performance.
- review what was learned and recognize the apprentice's progress

## **BEST PRACTICES FOR JOURNEYPERSON TRAINERS**

- understand what is expected of you as a trainer and participate with your employer and the apprentice in developing a training plan
- demonstrate mature attitudes toward safety
- follow logical procedures for teaching an apprentice
- review the trade specific on-the-job training guide available at [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca) in the designated trades folders
- recognize that apprentices are learners and co-workers
- provide constructive feedback to the apprentice on a regular basis, and take the time to show the apprentice how he/she can do a better job
- participate in performance evaluations of the apprentice in a fair and meaningful way
- watch for teaching opportunities. Apprentices with well rounded work experience tend to score best on Journey person certification examinations.

## **Get Involved!**

If you want to contribute to the apprenticeship and trade certification system in Saskatchewan, contact your local apprenticeship office and ask how you can get involved with the trade board for your trade. Your commitment to training is key to maintaining the integrity of the trade.