



Work Experience Training Guidelines 2024

The Work Experience Training Program supports training opportunities for eligible Saskatchewan participants working in the screen-based production industry.

Table of Contents

Contents

Table of Contents	2
Eligibility and Priority of Applicants	3
Eligible Projects and Expenses	4
Ineligible Projects and Expenses.....	5
Financial Participation	5
Assessment	6
Monitoring, Reporting and Evaluation.....	6
Submission Requirements and Deadlines.....	6
Confidentiality of Information	7
Appendix I - Definitions	8
Appendix II – Evaluation Criteria	9
Appendix III – Funding formula examples	10

Introduction

SMPIA's **Work Experience Training Program (WETP)** supports training placements for Saskatchewan residents in the screen-based production industry. This training focuses on developing Saskatchewan's crew base and other high-demand positions (such as production and location assistants) to support the industry.

WETP creates a link to productions approved by Creative Saskatchewan that will host Trainees, which will develop the labour force in Saskatchewan. This Program was designed in consultation with the Saskatchewan screen-based production industry and training institutions.

Eligibility and Priority of Applicants

- WETP will only consider applications from projects with secured¹ production financing from Creative Saskatchewan.
- Applicants must be in good standing with SMPIA.
- Applications must be in support of on-the-job training for positions identified as workforce development priorities by SMPIA. Workforce priorities are subject to change. Applicants are encouraged to consult with SMPIA in advance of submitting an application.
- All trainees will preferably have successfully completed the On Set Safety and On Set Protocol courses and one department-specific SMPIA workshop.
- Priority will be given to productions where the majority of principal photography and/or post-production is taking place in Saskatchewan. Documentaries and Factual productions will not be penalized on this metric.
- Producers or representatives of the production can apply for this Program.
- Upgrading and career laddering may be considered for training. However, first-time Trainees will have a higher priority.
- Eligible training opportunities include all in-demand below-the-line positions. In-demand positions are assessed as needed. Please inquire with SMPIA to determine which positions are currently in demand.
- Indigenous trainees will be considered for all training positions, crew or non-crew.

Eligible Projects and Expenses

Support for Trainees

- WETP will support a portion of the salary of a Saskatchewan resident engaged in on-set training in the areas identified as having skills deficits.
- WETP will support a percentage of a daily actual rate of up to a cap of \$200 for approved Trainees. Fringe expenses² can also be included in the daily rate.
- WETP's funding contribution will not exceed 75% of the Trainee's salary. Applicants may, if eligible, receive funding from Creative Saskatchewan for the unfunded portion of the Trainee's salary. Stacking funding with Creative Saskatchewan is permitted. However, the total funding cannot exceed 100%. For example, if Creative Saskatchewan funds the Trainee at 30%, then the SMPIA support would be limited to 70%.
- Funding is project by project and subject to availability. The only guaranteed funding is for the approved projects.
- The total support per Trainee is capped at \$10,000.
- The Trainee can participate in multiple projects to reach the full \$10,000 in training support. However, a new application must be submitted for each project.

Support for Saskatchewan Trainers

- WETP will also support up to 10% of the salary of a Saskatchewan employee who is training (the "Trainer") at least one Saskatchewan resident (the "Trainee") on the production.
- The production would receive 10% funding for the daily rate for the Trainer for the time they spend actively training, preparing the training plan (one day), or preparing the final training report (one day).
- SMPIA will support a daily actual rate of up to a cap of \$200, including fringe benefits.
- There is a cap of \$5,000 per Trainer.

Support for Out-Of-Province Trainers

- If the department where the Trainee will be placed does not have a Saskatchewan trainer available, the Program will support up to 50% of the Trainer's salary.
- WETP will support a daily rate of up to \$200, including fringe benefits.
- There must be a demonstrated shortage of Trainers in that specific skill set.

This shortage must be acknowledged by the union representing the Trainer's department.

- The production would receive 50% funding for the daily rate for the Trainer for the time they spend actively training, preparing the training plan (one day), or preparing the final training report (one day).
- There is a cap of \$5,000 per Trainer.

General Eligibility

- Only Saskatchewan-based salary expenses incurred during the project's production and post-production phases are eligible for this Program.
- Applications must be in support of positions for Saskatchewan residents as per the Creative Saskatchewan's definition of residency.
- Positions and Trainees must be identified and approved by SMPIA prior to the start of training. SMPIA must approve any changes to Trainers and Trainees. Individual training agreements approved by SMPIA must be in place, and any amendments require prior approval.

Ineligible Projects and Expenses

- Any expenses outside the WETP-approved salary expenses for Saskatchewan Trainers and Trainees.
- Expenses relating to the training and development of non-Saskatchewan residents (except approved Trainers).
- Salary expenses for Saskatchewan Trainees and Trainers for the portion already supported through the Creative Saskatchewan Film and Television Production Grant program.
- Any salary expenses related to productions not approved for production funding by Creative Saskatchewan.

Financial Participation

- Funding is in the form of a grant.
- Trainees can participate in multiple projects. However, the total training is capped at \$10,000 per Trainee. Separate applications are required for each project; the only guaranteed funding is the funding attached to approved projects.
- Costs must be incurred prior to the payment of a grant or any portion thereof. Revenue Canada reported earnings or pay slips can be used to demonstrate proof of payment if required.
- Projects that do not successfully fulfill their commitment to training

Saskatchewan residents will be required to return any financial commitment from SMPIA.

Assessment

- Producers cannot apply more than 30 days before training opportunities commence. Changes in production dates may result in a change in position in the program approval and payment queue.
- All applications will be assessed for eligibility and priority against the Assessment Criteria in Appendix II.
- Trainees undertaking upgrading and career laddering may be considered for training placement, but preference will be given to new Trainees.
- Priority will be given to applications demonstrating that Indigenous trainees will fill 30% or more of the training positions on a single production.

Monitoring, Reporting and Evaluation

- SMPIA will regularly consult Unions/Producers to help identify ongoing priorities departments/positions where we need trainees and determine training elements of competency.
- Completing the intended outcomes of the Training Plan will be a significant component of the evaluation in the final report.
- Spot monitoring and verification of trainees working on set by a representative of SMPIA must be permitted by the Training Agreement with the producer.

Submission Requirements and Deadlines

- Applications to WETP will be accepted and supported based on the availability of funds.
- Applications should be received no more than 30 days before the commencement of training.
- Applications must include the Trainer's resume, the Trainee's resume, a Training Plan, the Trainer's residency declaration (if applicable), and the Trainee's residency declaration.
- All successful applications must recognize training funding from SMPIA and the Government of Canada in all public credits and media opportunities.
- Applications must be complete to be accepted.

Confidentiality of Information

- If projects are not awarded a grant, all application information will be confidential.
- If projects are awarded a grant, the project name and the amount of funding can be made publicly available after the production is publicly announced. All funding will be listed in the SMPA Annual Report.

Appendix I - Definitions

Trainee Definition: A trainee must be a Saskatchewan resident engaged in active on-the-job training on a production or in post-production. The Trainee must be approved through a Training Plan developed specifically for that Trainee.

Trainer Definition: Trainers' approval will depend on the Trainer's resume.

Saskatchewan Resident: Uses the Creative Saskatchewan definition of residency.

Training Agreement: Includes the Trainer's resume, the Trainee's resume, a Training Plan, identification of the production, the Trainer's residency declaration (if applicable), and the Trainee's residency declaration.

Training Plan: Identifies the skills to be transferred, the method of skills transfer, training hours, and the intended outcomes. The intended outcomes will form part of the final evaluation of the Training Plan's success.

Workforce Development Priorities: Workforce development priorities will be continuously assessed by SMPIA in concert with industry and labour input.

Training Evaluation Grid: See Appendix II

Appendix II – Evaluation Criteria

Assessment Criteria for Each Requested Position		
The following has been developed to reflect the requirements and priorities of the Program.		
Align with SMPA Identified Skills Deficits by Departments/Positions	Yes/No	
Project has secured funding from Creative Saskatchewan.	Yes/No	
In good standing with SMPA	Yes/No	
The following grid determines the priority level of applications that have met the above criteria.		
30% of Trainees are Indigenous	/30	There are five points for any Indigenous inclusion, 20 points for 30% Indigenous inclusion, and 30 points for over 30%.
% of principal photography in Saskatchewan and or post-production	/15	By percentage of the shoot/post-production being in Saskatchewan. Documentary and factual productions are excluded from this metric*.
Experience of trainer	/15	Subjective based on resume.
Experience of the production team	/15	Subjective based on prior productions.
Number of training hours offered	/10	Every 20 days of projected on-set training will equal one point - to a maximum of 10.
Union vs non-union	/10	Union shoots will receive 10 points, and non-union shoots will receive 0.
New Trainee vs. Retraining Trainee	/5	New Trainees will receive 5 points, and retraining applicants will receive 0 points.
Total	/100	
*Documentaries and factual productions are excluded so as not to be penalized. The subject matter could compel out-of-province shooting for Saskatchewan companies. These productions would be ranked out of 85 and compared to other productions on a percentage basis.		

Appendix III – Funding formula examples

Case One

- SMPIA has approved the project for participation in the Program.
- The Trainee has already been approved by Creative Saskatchewan for 30% wage support (meaning that SMPIA will only support 70% of the Trainee's salary).
- The Trainee will have 12 training days at a flat rate of \$200/day, including fringe expenses.
- The approved Trainer is projected to receive a wage of \$200/day (triggering SMPIA support of 10% of their wage during training, preparation, and final reporting). The Trainer will spend 12 days training, with one day for preparation and one day for post-training reporting, for 14 days.

Funding Calculation – Case One			
	Total days and Rate	Calculation	Total Support
Trainee Support	12 days@\$200/day	\$2,400@70%	\$1,680
Trainer Support	14 days@\$200/day	\$2,800@10%	\$280
Total Support			\$1,960

Case Two

- SMPIA has approved the project for participation in the Program.
- Creative Saskatchewan has approved the Trainee for funding support at 25% (resulting in SMPIA funding at 75% of the Trainee's salary).
- The Trainee will have 70 training days at a flat rate of \$200/day, including fringe expenses.
- A Trainer was unavailable in Saskatchewan (verified by the department union). The Trainer was brought in from out of province. Funding for the out-of-province Trainer would be 50% of the wage up to a maximum of \$5,000. The Trainer's rate is \$200/day for 72 days. The total eligible expenditure was \$6,700, but the Program is capped at \$5,000.

Funding Calculation – Case Two			
	Total days and Rate	Calculation	Total Support
Trainee Support	65 days@\$200/day	\$13,000@75%	\$9,750
Trainer Support	67 days at \$200/Day	\$12,960@50%	\$5,000*
Total Support			\$14,750

***While eligible for \$6,700, the support is capped at \$5,000**