

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
TRAINING PLAN**

Position:	Art Department PA
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1	Analyze script
2	Develop list for Props and Set Dec
3	Budget – track expenses
4	Schedule graphics
5	Accuracy to period or location
6	Assist Set Dec as required
7	Create name tags
8	Design book jackets. Etc.
9	Create signage
10	Posters
11	Photographs, etc.

Agreed to and acknowledged this _____ day of _____, 20_____.

<i>Mentor Initial</i>	<i>Trainee Initial</i>

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
MENTOR COMPLETION FORM**

Mentor Name	
Mentor Position	
Trainee Name	
Trainee Position	Art Department PA

I, _____ agreed to undertake mentorship activities with regard to the above-referenced trainee in the referenced position. With regard to the training activities undertaken, I provide the following assessment:

	Function	Activity Code	Assessment Code
1	Analyze script		
2	Develop list for Props and Set Dec		
3	Budget – track expenses		
4	Schedule graphics		
5	Accuracy to period or location		
6	Assist Set Dec as required		
7	Create name tags		
8	Design book jackets. Etc.		
9	Create signage		
10	Posters		
11	Photographs, etc.		

Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

U: Unsatisfactory Performance **M:** Trainee met required standards **E:** Trainee exceeded standards

