

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

Position:	Carpenter
------------------	------------------

1	Become familiar with shop tools
2	Become familiar with construction materials and their uses
3	Knowledge and usage of tools
4	Read blueprints and floor plans
5	Basic elements of set construction: flats, risers, wild walls, etc.
6	Flat construction
7	Window and door construction
8	Installation of sets
9	Tear down of sets

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	Carpenter

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	Become familiar with shop tools		
2	Become familiar with construction materials and their uses		
3	Knowledge and usage of tools		
4	Read blueprints and floor plans		
5	Basic elements of set construction: flats, risers, wild walls, etc.		
6	Flat construction		
7	Window and door construction		
8	Installation of sets		
9	Tear down of sets		

Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

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

	Function	Assessment Code
	Possessed understanding of set protocol	
	Possessed understanding of set safety	
	Possessed effective communications skills	
	Possessed positive attitude and behavior	
	Demonstrated team-working skills	
	Was able to work independently	
	Demonstrated organizational and time management skills	
	Exhibited desire for continuous learning	

Closing Comments

I acknowledge that the above comments, in whole or in part, may be shared between the SaskFilm, the producer, applicable government departments, applicable unions/guilds and the Trainee.

Mentor Signature: _____