

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

Position:	Construction Foreman
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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	Importance of finishing on time and on budget
9	Consulting with a Production Designer, Director and Producer to build the set according to the needs of the budget and concerns
10	Installation of sets
11	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	Construction Foreman

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.		
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Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

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

