

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

<b>Position:</b>	<b>New Media Producer Trainee</b>
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1	Understanding principals of industry standards web development
2	Most effective methods of delivering a message within the medium
3	Cost breakdowns
4	Budgeting
5	Project management
6	Multimedia production
7	Understanding structure and processes of a multimedia team
8	Working in a team: roles and delegations of duties
9	Goal setting and meeting deadlines
10	Shooting for the web
11	Editing
12	Programming as required

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	<b>New Media Producer Trainee</b>

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:

	<b>Function</b>	<b>Activity Code</b>	<b>Assessment Code</b>
1	Understanding principals of industry standards web development		
2	Most effective methods of delivering a message within the medium		
3	Cost breakdowns		
4	Budgeting		
5	Project management		
6	Multimedia production		
7	Understanding structure and processes of a multimedia team		
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12	Programming as required		

**Activity Code:**

**I:** Introductory Only

**P:** Performed Function

**Assessment Codes:**

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

