

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

Position:	Production Office PA
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1	Complete errands out of office in timely fashion
2	Maintain production car
3	Copy daily sides and call sheets
4	Efficient distribution
5	Understanding who gets what and why
6	Thorough understanding of copier and able to minor maintenance
7	Answer the telephone politely and knowledgeably
8	Take legible telephone messages
9	Prioritize important telephone messages
10	Purchase Craft Service supplies
11	Purchase office supplies
12	Keep accurate records for petty cash
13	Send fax messages as needed
14	Keep the fax machine filled with paper
15	General tidying of office
16	Being observant and taking independent action
17	Understanding system and knowing where to file documents
18	Keep filing up to date
19	Proper completion of waybills
20	Calling couriers as needed
21	Signing for packages and distribution

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	Production Office 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	Complete errands out of office in timely fashion		
2	Maintain production car		
3	Copy daily sides and call sheets		
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5	Understanding who gets what and why		
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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

