

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

Position:	Trainee Assistant Accountant
------------------	-------------------------------------

1	Organize and maintain accounts payable files
2	Organize and maintain crew and cast files
3	Organize and maintain petty cash files
4	Ensure cast and crew fill out employment paperwork and residency forms
5	Filing all accounts payable, payroll, etc. with the proper back up
6	Purchase orders
7	Petty cash
8	Cheque requisitions
9	Function of data entry
10	Petty cash entries
11	P.O. entries

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	Trainee Assistant Accountant

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	Organize and maintain accounts payable files		
2	Organize and maintain crew and cast files		
3	Organize and maintain petty cash files		
4	Ensure cast and crew fill out employment paperwork and residency forms		
5	Filing all accounts payable, payroll, etc. with the proper back up		
6	Purchase orders		
7	Petty cash		
8	Cheque requisitions		
9	Function of data entry		
10	Petty cash entries		
11	P.O. entries		

Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

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

