

# Labour Market Evidence Form

## *Private Vocational School*

This form collects essential labour market information to ensure vocational programs align with Saskatchewan's workforce needs. Please provide accurate and comprehensive details to support program relevance and sustainability.

Please complete this form as comprehensively as possible to ensure accurate and reliable information. This will require you to use the correct sources (e.g. Job Bank, SaskJobs, etc.) indicated for each question. Once you have filled out all sections, submit the completed reporting form to [pvsinquiry@gov.sk.ca](mailto:pvsinquiry@gov.sk.ca).

If you have questions or need assistance, please contact us at the above email address.

## 1. Program Information

Program name: \_\_\_\_\_

Delivery Location: \_\_\_\_\_

Program Length (hours and duration): \_\_\_\_\_

Tuition Fee: \_\_\_\_\_

## 2. Comparable Programs

**Note: Forms that do not include research on all comparable programs in Saskatchewan's post-secondary sector will be considered incomplete and returned.**

**2.1 Identify other public and private post-secondary schools/colleges/institutions in Saskatchewan that offer the same or similar programs.** Include the school/college/institution name, program name, delivery location, length of program (hours and duration), and tuition fee.

**Refer to the following sources:** [Post-Secondary Institutions](#), [Private Vocational Schools](#).

**2.2 How does the program compare to the programs listed above?** Include similarities and differences (e.g., length, delivery format, work integrated learning, new approaches, tuition, etc.).

**2.3 How will the program meet labour market needs that are not currently addressed by other institutions/ programs in Saskatchewan?**

### 3. Program Capacity and Demand

3.1 What is the estimated seat capacity for the program? \_\_\_\_\_

3.2 Explain how the seat capacity is reasonable from a business (revenue and expenses) perspective?

3.3 If possible, provide data on training seat utilization for similar programs that are currently being offered in Saskatchewan (identified in section 2.1).

3.4 Cite your sources for the information used to complete this section (e.g., online research, consultations with industry, employers and/or other post-secondary institutions).

## 4. National Occupational Classification

**Note:** The program itself must lead to an occupation with a National Occupational Classification (NOC). If a student requires prior credentials to enrol (e.g., degree, diploma, etc.), the program may be classified as professional development and may not qualify for registration.

**4.1 What is the National Occupational Classification (NOC) for the occupation that graduates of the program will pursue? Refer to the following source: [National Occupational Classification - Canada.ca NOC](#).**

**4.2 What is/are the job title(s) that align with this NOC? List the job titles as classified under the identified NOC. Refer to the following source: [National Occupational Classification - Canada.ca NOC](#).**

**4.3 Provide a brief description of the occupation(s). Include job duties, work environment, etc. Refer to the following source: [Job Bank](#) (search job title or NOC in Saskatchewan; click on Description tab).**

## 5. Wages and Jobs

### 5.1 Enter the low, median and high wages that may be attained for the associated occupation.

Refer to the following source: [Job Bank](#) (search job title or NOC in Saskatchewan; Click on Wages tab).

- a. Low: \_\_\_\_\_
- b. Median: \_\_\_\_\_
- c. High: \_\_\_\_\_

### 5.2 What is the short-term employment outlook in Saskatchewan (over the next three years)? Refer to the following source: [Job Bank](#) (search job title or NOC in Saskatchewan; Click on Prospects tab).

Select one:

Very Limited

Limited

Moderate

Good

Very Good

### 5.3 Briefly describe key trends or factors that impact the employment outlook for the associated occupation.

Refer to the following source: [Job Bank](#) (search job title or NOC in Saskatchewan; Click on Prospects tab).

### 5.4 What is the estimated employment number in Saskatchewan's Detailed Occupational Outlook Report?

Refer to the following source: [Saskatchewan's Detailed Occupational Outlook Report](#) (Go to Section 2: Saskatchewan Job Outlook for Occupations; enter the NOC in search field and click enter, look for the Estimated Employment column). \_\_\_\_\_

### 5.5 How many job openings are forecasted for this occupation over the next five years? Refer to the

following source: [Saskatchewan's Detailed Occupational Outlook Report](#) (Go to Section 2: Saskatchewan Job Outlook for Occupations; enter the NOC in search field and click enter, look for Job Openings column).  
\_\_\_\_\_

### 5.6 Provide the number of advertised job vacancies in Saskatchewan and the date collected. Refer to the following sources: Job Bank and Saskjobs.ca

SaskJobs: \_\_\_\_\_ Date collected: \_\_\_\_\_

Job Bank: \_\_\_\_\_ Date collected: \_\_\_\_\_

If available, provide region-specific data for where the program will be delivered:

## 6. Credential and Job Readiness

**6.1 What are the standard job requirements to attain employment in this occupation?** List the standard education requirements, certifications and software skills required. **Refer to the following source:** [Job Bank](#) (search job title or NOC in Saskatchewan; click on Requirements tab).

**6.2 How does the program prepare students to meet the above job requirements?**

**6.3 Specify if a post-secondary credential is required to obtain employment in this field by selecting one option below.**

Required

Not required

Preferred (by employers/industry\*)

\*Although employers and industry express a preference for candidates with the program credential, they continue to hire individuals without it.

**Please explain:**

**Note: If a credential from the program is preferred but not required to attain a job in the occupation, the program may not be eligible for registration.**

## 7. Employer Engagement

### 7.1 Which Saskatchewan employers have been identified as potential employers for program graduates?

List a minimum of three, citing the source of information.

### 7.2 Describe any existing partnerships or practicum opportunities with the employers listed above that could be utilized by program graduates.

### 7.3 Please attach supporting evidence (letters of support, emails or other documentation confirming employer engagement) when submitting this form.

Once you have filled out all sections, submit the completed reporting form to [pvsinquiry@gov.sk.ca](mailto:pvsinquiry@gov.sk.ca).