


Apprenticeship Credit

		Adopted: August 18, 2011 Amended: March 13, 2019
	External References: <ul style="list-style-type: none"> • Education Act: Sections 4.02, 85, 87, 175 • The Registrar's Handbook for School Administrators 	Internal References: <ul style="list-style-type: none"> • AP 240 Career Development • Form 242-1 Apprenticeship Credit Proposal • Form 242-2 Apprenticeship Credit Health and Safety Orientation Checklist • Form 242-3 Apprenticeship Credit Student Log Sheet • Form 242-4 Apprenticeship Credit Employer/Teacher Assessment • Form 242-5 Apprenticeship Credit Student Assessment • Form 242-6 Apprenticeship Credit Visitation Monitoring

Background

Granting of credit for approved apprenticeships recognizes student achievement in trades outside of the regular secondary level program. Only students who are registered in a secondary school in Saskatchewan and are working (employed) in a designated trade in Saskatchewan under the supervision of a registered journeyman are eligible for Apprenticeship credits. Students may earn up to four (4) secondary level Apprenticeship credits on the basis of work proposed and completed throughout the academic school year. The Apprenticeship credits shall be named Apprenticeship A20, B20, A30, and B30 and may be used to fulfill the requirements for graduation.

The apprenticeship need not be related to a specific school subject. Apprenticeship credits may be used to meet the Practical and Applied Arts/Arts Education credit requirement or as electives to meet the twenty-four (24) credit requirements at the secondary level.

Procedures

1. The Ministry of Education requires that:
 - 1.1 To earn Apprenticeship credits, the student must be enrolled in a school division, independent high school or First Nations school.
 - 1.2 Apprenticeship credits must be completed in grades 10-12.
 - 1.2.1 School divisions, offering the option of Apprenticeship A20, B20, A30, B30 credits, shall develop administrative procedures for the administration of Apprenticeship Credit that is consistent with the procedures outlined by the Ministry of Education and submit the administrative procedures to the Office of the Registrar.
 - 1.3 To enroll in an Apprenticeship Credit, the student is required to be employed under the supervision of a certified journeyman in a trade in which the hours worked are eligible for Form 6A submission to the Saskatchewan Trade Certification Commission (see <http://saskapprenticeship.ca/list-of-form-6as/>).
 - 1.4 To earn Apprenticeship Credit recognition, the student must actually be doing the work of the trade, not merely observing the work environment.
 - 1.5 Prior to enrolment, the student must complete and submit a personalized learning proposal, to the principal, using Form 242-1 Apprenticeship Credit Proposal.

- 1.6 Schools shall establish procedures for communicating to parents/guardians and students the availability, administrative procedures ~~or policies~~, and requirements for credit attainment for Apprenticeship Credit.
- 1.7 The registration and mark shall be submitted to Ministry of Education following the same process used in the school for secondary level courses of study.

Course	Codes
Apprenticeship Credit A30	9011
Apprenticeship Credit B30	9012
Apprenticeship Credit A20	7011
Apprenticeship Credit B20	7012

- 1.8 The school division shall retain a copy of each Apprenticeship Credit proposal and supporting documentation on file for a minimum of **five years**. All completed project learning plans are subject to ministry audit.
- 1.9 Students must complete a minimum of 100 hours of trade experience eligible for Form 6A (see <http://saskapprenticeship.ca/list-of-form-6as/>) submission to the Saskatchewan Trade Certification Commission, to qualify for the Apprenticeship Credit.

2. Insurance

- 2.1 As students engaged in Apprenticeship credits are not covered by the Ministry of Education’s Memorandum of Understanding with the Worker’s Compensation Board, schools offering Apprenticeship credits should address legal liability or insurance implications regarding students engaged in activities outside of the school.

3. Intent

- 3.1 The apprenticeship A20, B20, A30 and B30-need not be related to a specific school subject. Apprenticeship credits may be used to meet the Practical and Applied Arts/Arts Education credit requirement or the electives credit requirement in the Regular and Adult 12 programs. In addition, students will be granted one credit for a minimum of 100 hours of trade experience eligible for Form 6A (see <http://saskapprenticeship.ca/list-of-form-6as/>) submission to the Saskatchewan Apprenticeship and Trade Certification Commission on the approval of the principal.

4. Roles and Responsibilities

4.1 Student

- 4.1.1 Become familiar with career pathways and opportunities for skill development in the trades offered by Apprenticeship Credit.
- 4.1.2 Secure employment with a company that employs certified journeypersons and find a journeyperson willing to accept him/her as an apprentice ensuring the employer and mentoring journeyperson understand their role and responsibilities in the apprenticeship relationship.
- 4.1.3 Identify to appropriate school personnel interest in pursuing an Apprenticeship Credit as per Division administrative procedures.
- 4.1.4 Complete a student apprenticeship proposal using Form 242-1 Apprenticeship Credit Proposal with support from supervising teacher and mentoring journeyperson.

- 4.1.5 Upon approval of the proposal, complete the work required.
 - 4.1.6 Communicate with supervising teacher as outlined in proposal.
 - 4.1.7 Provide evidence of learning and a minimum of 100 hours of work in the trade related skills as outlined in proposal.
- 4.2 Parents/Guardians
- 4.2.1 Review the Apprenticeship Credit proposal with the student to gain understanding of the apprenticeship plan including timelines, goals, trade-related work and assessments.
 - 4.2.2 Sign the completed Form 242-1 Apprenticeship Credit Proposal.
 - 4.2.3 Check in with the student during the apprenticeship to determine how the student is progressing and help identify supports that may be required for success.
- 4.3 Supervising Teacher
- 4.3.1 Review the Apprenticeship Credit as per Division administrative procedures.
 - 4.3.2 Jointly complete Form 242-1 Apprenticeship Credit Proposal with the student and mentoring journey person.
 - 4.3.3 Sign the completed Form 242-1 Apprenticeship Credit Proposal.
 - 4.3.4 Facilitate approval process prior to student beginning the work.
 - 4.3.5 Will ensure Form 242-2 Apprenticeship Credit Health and Safety Orientation Checklist is completed satisfactorily.
 - 4.3.6 Monitor the student's progress by communicating with student and mentoring journey person (as established in proposal).
 - 4.3.7 Will sign-off and submit the final mark to the principal who ensures the official mark is added to the Ministry of Education's student data system.
 - 4.3.8 A copy of the entire proposal and all related forms including final mark are to be retained at the school and submitted to the Learning Consultant with responsibilities for Apprenticeship Credit and the Executive Assistant.
- 4.4 Mentoring Journey person
- 4.4.1 Ensure understanding of role and responsibilities in the apprenticeship relationship.
 - 4.4.2 Sign Form 242-1 Apprenticeship Credit Proposal.
 - 4.4.3 Referring to the Form 6A (see <http://saskapprenticeship.ca/list-of-form-6as/>) for the relevant trade area, provide the student/employee with opportunities to demonstrate and practice the trade related skills on Form 6A (see <http://saskapprenticeship.ca/list-of-form-6as/>).
 - 4.4.4 Work directly with the student to provide coaching, instruction, training, or other supports as outlined in the proposal.
 - 4.4.5 Provide a safe work environment with Worker's Compensation coverage.
 - 4.4.6 Monitor student for safety, skill and knowledge development, and completion of hours.
 - 4.4.7 Provide developmental feedback to the student.
 - 4.4.8 Provide feedback to the supervising teacher around student progress, growth, etc. as outlined in the proposal.

- 4.5 Principals
 - 4.5.1 Assign a supervising teacher to the Apprenticeship Credit.
 - 4.5.2 Ensure school/division administrative procedures and policy are followed.
 - 4.5.3 Review and sign the completed Form 242-1 Apprenticeship Credit Proposal prior to student beginning the work.
 - 4.5.4 Sign-off on final mark and submit to ministry in the usual manner (Apprenticeship Credits get tied to the principal or supervising teacher's certificate).
 - 4.5.5 Keep the documentation and proposal on file for five years.
- 4.6 Superintendent of Education or Designate (Learning Consultant with responsibilities for Apprenticeship Credit)
 - 4.6.1 Ensure school/division administrative procedures and policy are followed.
 - 4.6.2 Review and approve project proposal prior to student beginning the work.
 - 4.6.3 Sign the Form 242-1 Apprenticeship Credit Proposal.
- 4.7 Division
 - 4.7.1 Submit the Administrative Procedures 242 Apprenticeship Credit as per the Ministry of Education's Apprenticeship Credit policy.
 - 4.7.2 Retain a copy of each Apprenticeship Credit proposal and supporting documentation on file for a minimum of **five years**.

Apprenticeship Questions and Answers

		Adopted: June 28, 2011 Amended: January 25, 2019
	External References:	Internal References:

Q. In order to receive the Apprenticeship Credit, do the hours need to be submitted to the Saskatchewan Apprenticeship Skills and Trade Certification Commission (SATCC)?

A. No, the hours do not need to be submitted to SATCC for secondary Apprenticeship Credit recognition.

However, if the student wishes to pursue a career in the trades, the hours may be submitted and this prior learning and work experience may reduce the amount of time apprentices must work to complete their apprenticeship. Students should document trade time worked on a Form 6A while participating in Apprenticeship 20 and 30. This documentation is then submitted to the SATCC for assessment when the student registers as an apprentice in a designated trade. The documented trade time must be within the scope of the designated trade.

Q. Does the supervisor have to be a journeyman?

A. Yes, the supervisor must be a certified journeyman for the student to earn an Apprenticeship Credit. The establishment of the Apprenticeship Credit option was founded on the tenet of apprenticeship which is a structured system of supervised training that can lead to certification in one of Saskatchewan’s designated trades.

Q. Can you earn the credit over the summer?

A. Yes, credits can be earned over the summer, however, the personalized learning proposal must be completed and approved prior to the student beginning the work towards the credit.