



## **Apprenticeship Credit Handbook**



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## **Apprenticeship Credits**

According to the Ministry of Education's Apprenticeship Credit Policy (2010) Sun West School Division recognizes up to four Apprenticeship Credits per student for out-of-school initiatives, on the basis of work proposed and completed by an individual student. The school division designate shall annually monitor the number and type of Apprenticeship Credits applied for and awarded in each academic year.

An Apprenticeship Credit may be earned through work proposed and completed by an individual student while **employed** in one of designated trades in Saskatchewan and under the supervision of a journeyman. Sun West students obtain Apprenticeship Credits throughout the academic school year as per Sun West School Division Administrative Procedure 242 Apprenticeship Credit.

### **General Requirements**

The Apprenticeship Credit may be used to meet the Practical and Applied Arts/Arts Education requirement, or as electives to meet the 24 credit requirement. When used as an elective the course designation (A20, B20, A30, B30) shall be determined by student's matriculation needs. Work completed prior to the execution of this agreement cannot qualify for an Apprenticeship Credit.

### **Application**

The student must be employed and have a job working in a skilled-trade. Students are to complete Form 242-1 Apprenticeship Credit Proposal by completing the application package provided by the school.

The Apprenticeship credit proposal must be approved prior to the student beginning the project.

The Apprenticeship Credit proposal may be approved by the supervising teacher, the principal, and the employer and shall be carried out under the supervision of the teacher. Final approval of the Apprenticeship Credit proposal is through the Career Development Consultant.

### **Monitoring**

The role of the supervising teacher is to provide continuous monitoring of the approved proposal with regards to the learning outcomes and the safety of the student.

If the supervising teacher deems the workplace unsafe, this will result in the withdrawal of the approved credit proposal and parents will be informed of the reasons for the withdrawal. If the student is not doing trade related work as outlined in the proposal, the supervising teacher will discuss, with the student, options for the student to address the issue with their employer. If the situation continues, this will result in the withdrawal of the approved credit proposal and parents will be notified.

## Employment

It is very important the student already has a paid job working directly under a certified journey person in a trade-related capacity BEFORE applying for credits. The Apprenticeship Credits are to recognize students for learning that is occurring OUTSIDE of the school. The school is not to be involved in arranging employment opportunities. The individual must have a job based on his/her own merit.

## Forms

To find forms, visit the Sun West School Division Website for information. See:

Division  
Administrative Procedures  
Forms (Administrative Procedures 242 Series) for:

|  |   |
|--|---|
| Form 242-1 Apprenticeship Credit Proposal                                | <ul style="list-style-type: none"><li>• Ensure Training Plan is submitted with Proposal</li><li>• To be submitted to Career Development Consultant</li></ul>  |
| Form 242-2 Apprenticeship Credit Health and Safety Orientation Checklist | <ul style="list-style-type: none"><li>• To be completed by Career Development Consultant</li></ul>  |
| Form 242-3 Apprenticeship Credit Student Log Sheet                       | <ul style="list-style-type: none"><li>• Copies to be made by Supervising Teacher and given to the Apprenticeship Student for completion on a regular basis. This Log Sheet will be checked by teacher on regular monitoring visitations.</li></ul>  |
| Form 242-4 Apprenticeship Credit Employer/Teacher Assessment             | <ul style="list-style-type: none"><li>• To be completed by Employer and Teacher at end of each 100 hours of credit. The Supervising Teacher must fill in the Trade Specific Skills section according to agreed upon Training Plan (to assist the employer). The Employer is the individual rating the Trade Specific Skills, however.</li></ul> |
| Form 242-5 Apprenticeship Credit Student Assessment                      | <ul style="list-style-type: none"><li>• To be completed by Student at end of each 100 hours of credit. Again, the Supervising Teacher must fill in the Trade Specific Skills section according to agreed upon Training Plan. Student will self-evaluate.</li></ul>  |

## Supervising Teacher to Help Student Get Organized

The Supervising Teacher must:

- \_\_\_\_\_ Provide the Apprenticeship Student with “Apprenticeship Credits” information
- \_\_\_\_\_ Supply the Apprenticeship Student with sufficient Apprenticeship Credit Student Log Sheets
- \_\_\_\_\_ Provide the Apprenticeship Student with the Apprenticeship Credit Student Assessment.
- \_\_\_\_\_ Support the Apprenticeship Student as needed.

## Supervision Teacher Monitoring Requirements

The Supervising Teacher must be prepared to make monitoring visits as appropriate according to work study guidelines. This involves:

- 2 visitations in first 25 hours of time.
- 1 visitation for each additional 25 hours of time.

**This equates to 5 visitations for each 100 hours of Apprenticeship Credit.**

The supervising teacher should make up tracking sheets that work for him/her in order to keep solid records.

## Supervising Teacher Record Keeping/Assessment/Grading Requirements

\_\_\_\_\_ The supervising teacher must keep track of monitoring visits in a fashion suitable to him/her. Some sample monitoring forms are attached. Gathering feedback and communicating feedback is important. Feel free to use/customize the samples as you see fit.

\_\_\_\_\_ The supervising teacher will keep track of all documentation and keep records. The Division will retain files at school for a minimum of 2 years.

\_\_\_\_\_ The supervising teacher will perform the teacher assessment and have employer complete the employer assessment at the end of each 100 hour credit being applied for. Assessment forms can be found on the school division website. They are to be completed at the end of each 100 hours of credit. Apprenticeship A20, B20, A30, and B30 courses are set up on PowerSchool. The outcomes are in line with the teacher/employer and student assessment rubrics. Course codes are:

| <b>Course</b> | <b>Codes</b> |
|---------------|--------------|
| <b>A30</b>    | <b>9011</b>  |
| <b>B30</b>    | <b>9012</b>  |
| <b>A20</b>    | <b>7011</b>  |
| <b>B20</b>    | <b>7012</b>  |

\_\_\_\_\_ Upon completion of each credit, the supervising teacher will ensure final grade is registered in PowerSchool and that the student has received Ministry credit for stated course.

\_\_\_\_\_ Upon completion of each credit, the supervising teacher will submit the final grade to the Career Development Consultant.

\_\_\_\_\_ The supervising teacher will submit any 'testimonials' to the Career Development Consultant.



**Apprenticeship Credit Monitoring Guidelines**

|                                 |  |             |  |
|---------------------------------|--|-------------|--|
| <b>Student Name</b>             |  | <b>Date</b> |  |
| <b>Employer Name</b>            |  |             |  |
| <b>Supervising Teacher Name</b> |  |             |  |

**Purpose of the Visit (check all that apply)**

- Observation of Student at Work
  Visit with Employer Supervisor  
 Evaluation for Period
  Problem Situation  
 Other (Specify) \_\_\_\_\_

| <b>Employability/Skills</b>   | <b>Observations/Feedback</b> |
|---|------------------------------|
| <b>Safety:</b><br>Student demonstrates safe workplace practices.                |                              |
| <b>Personal Management:</b><br>Student demonstrates personal management skills. |                              |
| <b>Working with Others:</b><br>Student is capable of working with others.       |                              |
| <b>Thinking:</b><br>Student engages in thinking skills.                         |                              |
| <b>Change:</b><br>Student manages change.                                       |                              |

| <b>Workplace Skills</b>  | <b>Observations/Feedback</b> |
|--|------------------------------|
| <b>KNOWLEDGE:</b><br>Student is knowledgeable of task at hand.           |                              |
| <b>Attitudes:</b><br>Student demonstrates a positive workplace attitude. |                              |
| <b>Workplace Competencies:</b>   |                              |

Student is keeping up with Daily Log

**Other and/or Follow-up:**

\_\_\_\_\_  
**Supervising Teacher's Signature**

\_\_\_\_\_  
**Date**



