

# Apprenticeship Credit Policy

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# 1 Policy: Apprenticeship Credits

To meet the credit requirements for graduation, students employed under the supervision of a journeyman, in a trade in which the hours worked are eligible for apprenticeship credit, may earn up to four Secondary Level Apprenticeship credits on the basis of work proposed and completed by the student. The Apprenticeship credits shall be named Apprenticeship A20, B20, A30, and B30 and may be used to fulfill the requirements for graduation. This policy came into effect August 2009.

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 trade are eligible for Apprenticeship credits.

**Notes:** The application for Apprenticeship credits must be in place and approved prior to the student beginning the work for which s/he will receive credit.

Each Apprenticeship credit shall be carried out under the supervision of a teacher.

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 24 credit requirement at the Secondary Level.

School divisions and institutions offering the option of Apprenticeship credits shall develop a policy for the administration of Apprenticeship credits, which includes: application procedures, evaluation, and reporting procedures.

When a student works off campus, the Work Study Guidelines for coordinating and monitoring shall apply as appropriate (see Practical and Applied Arts Handbook).

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## 1.1 Guidelines

1. To earn a Special Project Credit, the student must be enrolled in the school division, Independent high school or First Nations school.
2. School divisions offering the option of Apprenticeship Credits shall develop a policy for the administration of apprenticeship credits that is consistent with the procedures outlined by the Ministry of Education and submit the policy to the Office of the Registrar. In the case of Independent or First Nations schools, policy shall be developed by the Director of Independent Schools and Home-based Education or Approved Program Supervisor).
3. Students are required to submit a clearly planned proposal to the principal for approval prior to the student beginning the apprenticeship credit hours.
4. Apprenticeship credit(s) may be used up to three times as electives to meet the 24 credit requirement or once to meet the Adult 12 requirement at the Secondary Level.
5. Students will be granted one credit for a minimum of 100 hours of trade experience hours eligible for Form 6A submission to the Saskatchewan Apprenticeship and Trade Certification Commission on the approval of the principal.
6. The registration and mark shall be submitted to the Ministry of Education in the same manner as for other courses of study.

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## 1.2 Implementation

1. School divisions offering the option of Apprenticeship Credits shall develop a policy for the administration of Special Projects, and shall submit the policy to the Office of the Registrar.
2. Students are required to submit a clearly planned Apprenticeship Proposal to the principal for approval. The proposal shall include:
  - a. evidence of employment in a trade including name, address, contact information of employer, and supervising journeyperson;
  - b. a description of the trade-related work;
  - c. the number of hours of work expected to complete the credit (minimum 100 hours);
  - d. a description of the expected result;
  - e. the evaluation procedures jointly developed by the student, supervising teacher, and employer;
  - f. the expected completion date; and
  - g. the name of the supervising teacher.
3. Schools shall establish procedures to communicate to parents and students the availability, procedures, outcomes and assessment strategies for Apprenticeship credits.
4. Students who successfully complete projects will be granted one credit for a minimum of 100 hours of work on the approval of the principal.
5. The registration and mark shall be submitted to Ministry of Education in the same manner as for other courses of study.
6. The school division shall retain a copy of each Apprenticeship credit proposal on file for a minimum of two years.

**Note:** Independent high schools are to submit all forms and local policies to the Director of Independent Schools and Home-based Education, Ministry of Education.

First Nation schools are to submit all forms and local policies to the Approved Program Supervisor for approval. The Approved Program Supervisor will forward these forms to the Office of the Registrar at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)

All Apprenticeship Credit proposals are subject to ministry auditing.