

Apprenticeship Policy

2018

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This document was created by the Ministry of Education in consultation with the PreK-12 sector.

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Apprenticeship Policy

Authority: This policy statement is developed in accordance with:

Legal Documents:

- [The Education Act, 1995](#) Sections 4 (1), (1.1)(c), 4.02

Policy or Supplemental Documents:

- [The Registrar's Handbook for School Administrators](#)

Policy Statement:

The Ministry of Education requires that:

- To earn Apprenticeship credits, the student must be enrolled in a school division, independent high school or First Nations school.
- Apprenticeship credits must be completed in grades 10-12.
 - School divisions, independent and First Nations schools offering the option of Apprenticeship A20, B20, A30, B30 credits, shall develop a policy for the administration of Apprenticeship that is consistent with the procedures outlined by the Ministry of Education and submit the policy to the Office of the Registrar.
 - 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 Nations 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.
- To enroll in an Apprenticeship Credit, the student is required to be employed under the supervision of a certified journeyperson in a trade in which the hours worked are eligible for [Form 6A](#) submission to the Saskatchewan Trade Certification Commission.
- To earn Apprenticeship Credit recognition, the student must actually be doing the work of the trade, not merely observing the work environment.
- Prior to enrolment, the student must complete and submit a personalized learning proposal, to the school administration, using the [Apprenticeship Credit Proposal Template](#).
- Schools shall establish procedures for communicating to parents/guardians and students the availability, administrative procedures or policies, and requirements for credit attainment for Apprenticeship.

- 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.
- 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.
- Students must complete a minimum of 100 hours of trade experience eligible for [Form 6A](#) submission to the Saskatchewan Trade Certification Commission, to qualify for the Apprenticeship Credit.

In addition, the Ministry of Education recommends that all administrative procedures for Apprenticeship credits address the following:

- 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.

Intent:

This policy provides broad guidance to school divisions, the conseil scolaire, independent schools and First Nations schools offering secondary level credits in Apprenticeship A20, B20, A30 and B30. 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 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](#) submission to the Saskatchewan Apprenticeship and Trade Certification Commission on the approval of the principal.

To assist students in obtaining credit for one of these courses and obtaining recognized trade experience hours, it is important that school division administrative procedures, in accordance with this policy, be clearly communicated to students and parents/guardians to ensure that they have all information.

Forms:

[Apprenticeship Credit Proposal Template](#)

[Form 6As by Trade - Saskatchewan Apprenticeship and Trade Certification Commission](#)

Appendices:

[Appendix A: Roles and Responsibilities](#)

[Appendix B: Apprenticeship Policy Questions and Answers](#)

[Appendix C: Apprenticeship Credit Proposal Template](#)

Appendix A: Roles and Responsibilities

Student:

- Become familiar with career pathways and opportunities for skill development in the trades offered by apprenticeship.
- 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.
- Identify to appropriate school personnel interest in pursuing an Apprenticeship Credit as per school/division administrative procedure or policy.
- Complete a student apprenticeship proposal using the [Apprenticeship Credit Proposal Template](#) with support from supervising teacher and mentoring journeyperson.
- Upon approval of the proposal, complete the work required.
- Communicate with supervising teacher as outlined in proposal.
- Provide evidence of learning and a minimum of 100 hours of work in the trade related skills as outlined in proposal.

Parents/Guardians:

- Review the Apprenticeship Credit proposal with the student to gain understanding of the apprenticeship plan including timelines, goals, trade-related work and assessments.
- Sign the completed [Apprenticeship Credit Proposal Template](#).
- 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.

Supervising Teacher:

- Review the Apprenticeship Credit as per school/division administrative procedure or policy.
- Jointly complete the [Apprenticeship Credit Proposal Template](#) with the student and mentoring journeyperson.
- Sign the completed [Apprenticeship Credit Proposal Template](#).
- Facilitate approval process prior to student beginning the work.

- Monitor the student’s progress by communicating with student and mentoring journey person (as established in proposal).
- Sign-off and submit final mark to principal for signoff and addition to student official mark record.

Mentoring Journey person:

- Ensure understanding of role and responsibilities in the apprenticeship relationship.
- Sign the [Apprenticeship Credit Proposal Template](#).
- Referring to the Form 6A for the relevant trade area, provide the student/employee with opportunities to demonstrate and practice the trade related skills on Form 6A.
- Work directly with the student to provide coaching, instruction, training, or other supports as outlined in the proposal.
- Provide a safe work environment with Worker’s Compensation coverage.
- Monitor student for safety, skill and knowledge development, and completion of hours.
- Provide developmental feedback to the student.
- Provide feedback to the supervising teacher around student progress, growth, etc. as outlined in the proposal.

Principals:

- Assign a supervising teacher to the Apprenticeship Credit.
- Ensure school/division administrative procedures and policy are followed.
- Review and sign the completed [Apprenticeship Credit Proposal Template](#) prior to student beginning the work.
- 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).
- Keep the documentation and proposal on file for five years.

Superintendent or designate:

- Ensure school/division administrative procedures and policy are followed.
- Review and approve project proposal prior to student beginning the work.
- Sign the [Apprenticeship Credit Proposal Template](#).

School/Division

- Develop a policy for the administration of Apprenticeship Credits that is consistent with the procedures outlined by the Ministry of Education.
- Submit the policy as per the Ministry of Education’s Apprenticeship Credit policy.
- Establish procedures for communicating to parents/guardians and students the availability, administrative procedures or policies, and requirements for Apprenticeship credits.
- Retain a copy of each Apprenticeship Credit proposal and supporting documentation on file for a minimum of five years.

Appendix B: Apprenticeship Policy Questions and Answers

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 journeyperson?

A. Yes, the supervisor must be a certified journeyperson 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.

Appendix C: Apprenticeship Credit Proposal Template

(Note: This proposal must be completed and approved prior to the student beginning the apprenticeship credit hours.)

Sections 1-3: To be completed by the student.

Please print

Section 1: Credit Level												
This proposal supports Apprenticeship (check one): <input type="checkbox"/> A20 <input type="checkbox"/> B20 <input type="checkbox"/> A30 <input type="checkbox"/> B30												
With trade-related work in the following Saskatchewan trade:												
Section 2: Student Information												
Last Name:						First Name:						
Grade:			Age:			Phone:						
School:												

Section 3: Employer Information											
Employer:											
Address:											
Contact Person:						Position:					
Email:						Phone:					
Mentoring/Supervising Journeyperson:						Certificate Number:					
Email:						Phone:					

Section 4: To be completed by the student, employer and supervising teacher.

Section 4: Trade-Related Work												
Number of Hours Anticipated (min. 100):	Anticipated Start Date:						Anticipated Completion Date:					
	Day		Month		Year		Day		Month		Year	
Trade-related Skills:											<p><i>Referencing the Saskatchewan Apprenticeship and Trade Certification Form 6A (found at http://saskapprenticeship.ca/list-of-form-6as/) for the trade listed in Section 1, list the trade-related work to be undertaken by the student.</i></p>	

Sections 5: To be completed by the student.

Section 5: Learning/Training Proposal	
	<p>Consider:</p> <ul style="list-style-type: none">• <i>What trade-related skills do I already possess?</i>• <i>What previous experience have I had in the trade?</i>• <i>How will I build upon previous experience to further develop these skills?</i>• <i>What new trade-related skills do I hope to develop?</i>• <i>What types of work will I experience to further develop these skills?</i>• <i>How does this apprenticeship opportunity support my career goals?</i>

Sections 6: To be completed by the student, employer and supervising teacher.

Section 6: Monitoring, Communication, Evidence of Learning and Assessment	
Monitoring: <i>What is the plan for monitoring the student in the workplace?</i>	
Communication: <i>What is the communication plan for reporting to ensure student, employer, parent/guardian and teacher are informed?</i>	
Evidence of Learning: <i>How will the student, supervising teacher or mentoring/supervising journey person document student learning and achievement throughout the apprenticeship experience? Consider:</i> <ul style="list-style-type: none">• <i>Employability skills</i>• <i>Essential skills</i>• <i>Evidence of skill development and work tasks that are trade-specific (e.g., a daily log)</i>• <i>Self-reflection of trade-related learning and skill development (e.g., journal entries)</i>• <i>Self-reflection on the impact of the apprenticeship experience on career goals (e.g., journal entries)</i>	Assessment: <i>Detail how and by whom assessment will be completed. Establish deadlines.</i>

Section 7: To be completed by mentoring/supervising journeyperson, student, parent/guardian, supervising teacher and principal.

Section 7: Approval of Proposal
 Signing below indicates you are in agreement to the terms of this proposal.

Mentoring/Supervising Journeyperson	Signature	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th colspan="2" style="width: 20%;">Year</th> </tr> <tr> <td style="width: 10px; height: 15px;"></td> </tr> </table>	Day	Mon	Year					
Day	Mon	Year								
Student	Signature	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th colspan="2" style="width: 20%;">Year</th> </tr> <tr> <td style="width: 10px; height: 15px;"></td> </tr> </table>	Day	Mon	Year					
Day	Mon	Year								
Parent/Guardian	Signature	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th colspan="2" style="width: 20%;">Year</th> </tr> <tr> <td style="width: 10px; height: 15px;"></td> </tr> </table>	Day	Mon	Year					
Day	Mon	Year								
Supervising Teacher	Signature	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th colspan="2" style="width: 20%;">Year</th> </tr> <tr> <td style="width: 10px; height: 15px;"></td> </tr> </table>	Day	Mon	Year					
Day	Mon	Year								
Principal	Signature	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th colspan="2" style="width: 20%;">Year</th> </tr> <tr> <td style="width: 10px; height: 15px;"></td> </tr> </table>	Day	Mon	Year					
Day	Mon	Year								

Section 8: To be completed by principal and supervising teacher.

Section 8: Credit Attained

Credit granted for *Apprenticeship* A20 B20 A30 B30

Principal Signature	Supervising Teacher Signature	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th colspan="2" style="width: 20%;">Year</th> </tr> <tr> <td style="width: 10px; height: 15px;"></td> </tr> </table>	Day	Mon	Year					
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