

# Apprenticeship Credit Policy

2023

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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 Credit 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 an Education Organization.
- Apprenticeship Credits must be completed in grades 10 to 12.
- To obtain an Apprenticeship Credit, the student is required to be employed under the supervision of a certified journey person or a non-journey person with approval from the Saskatchewan Apprenticeship and Trade Certification Commission in a non-compulsory trade, in which the hours worked are eligible for submission to the Saskatchewan Trade Certification Commission Form 6A.
- To earn Apprenticeship Credit recognition, the student must actually be doing the work of the trade, not merely observing the work environment.
- 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.
- Prior to beginning the work, the student must complete and submit a personalized learning proposal, to the school administration, using the Apprenticeship Credit Proposal Template.
- Education Organizations offering the option of Apprenticeship A 20, B 20, A 30, B 30 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](mailto:student.records@gov.sk.ca).
- Schools shall establish procedures for communicating to parents/guardians and students the availability, administrative procedures or policies, and requirements for credit attainment for apprenticeship.

- Since August 2019, all Apprenticeship Credits will receive a Standing Granted (SG) final mark record. A final percent (%) mark is no longer required. Schools are required to submit Form 8.1 Secondary Level Non-Academic Courses – New mark Addition to [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) accompanied by a copy of the student's completed Apprenticeship Credit Proposal. A final mark record of SG will appear on the student's official *Transcript of Secondary Level Achievement*.
- The Education Organization 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.

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

- For students approved by schools to, It is recommended that schools offering apprenticeship credits not covered by the Ministry of Education's Memorandum of Understanding with the Saskatchewan Workers' Compensation should address legal liability or insurance implications.

## Intent

This policy provides broad guidance to Education Organizations offering secondary level credits in Apprenticeship A 20, B 20, A 30 and B 30. The apprenticeship does not need to 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 upon 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 the Education Organization's administrative procedures, in accordance with this policy, be clearly communicated to students and parents/guardians to ensure that they have all information.

## Definitions

- **Education Authority** includes provincial school boards, the Conseil scolaire fransaskois, the Saskatchewan Distance Learning Corporation and equivalent entities including tribal councils, that offer Kindergarten to Grade 12 education in Saskatchewan.
- **Education Organization** includes provincial school divisions, the Conseil des écoles fransaskoises, the Saskatchewan Distance Learning Corporation, independent schools, First Nations schools, regional colleges, historical high schools, and care and custody facilities that offer Kindergarten to Grade 12 education in Saskatchewan.
- **Schools** refers to all schools in Saskatchewan authorized to offer secondary level credits.

## **Forms**

Apprenticeship Credit Proposal Template

Form 6As by Trade - Saskatchewan Apprenticeship and Trade Certification Commission

Form 8.1 Secondary Level Non-Academic Courses New Mark Addition

## **Appendices**

Appendix A: Roles and Responsibilities

Appendix B: Apprenticeship Credit 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 the student 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 the Education Organization's 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:

- Draw on educational background to assist the student and mentoring journeyperson in completing the Apprenticeship Credit Proposal Template to ensure meaningful learning, academic rigor and compliance with the division's/school's Administrative Procedure/Policy for Apprenticeship Credits.
- 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 journeyperson (as established in proposal).
- Sign-off and submit a completed Form 8.1 Secondary Level Non-Academic Courses New Mark Addition to principal for signoff and addition to student official mark record.

**Mentoring Journeyperson:**

- Ensure understanding of role and responsibilities in the apprenticeship relationship.
- Sign the Apprenticeship Credit Proposal Template including their journeyperson certificate number OR a letter from Saskatchewan Apprenticeship and Trade Certification Commission for non-journeyperson who is approved as a tradesperson mentor in non-compulsory trades.
- 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 Workers' 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.

**Principal:**

- Assign a supervising teacher to the apprenticeship credit.
- Ensure the Education Organization's administrative procedures and policy are followed.
- Review and sign the completed Apprenticeship Credit Proposal Template prior to student beginning the work.
- Sign-off on Form 8.1 Secondary Level Non-Academic Courses New Mark Addition and submit to [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) accompanied by a copy of the student's completed Apprenticeship Credit Proposal.
- Keep the documentation and proposal on file for five years.

**Superintendent or designate:**

- Ensure the Education Organization's administrative procedures and policy are followed.
- Review and approve the Apprenticeship Project Proposal prior to student beginning the work.
- Sign the Apprenticeship Credit Proposal Template.

**Education Organization:**

- 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 Credit Policy Questions and Answers

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

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 A 20, B 20, A 30 and B 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.

**2. Does the supervisor have to be a journeyperson?**

For compulsory trades, 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. (The compulsory trades are: Construction Electrician; Plumber; Refrigeration and Air Conditioning Mechanic; Sheet Metal Worker; and Sprinkler Fitter.)

For non-compulsory trades, *non-journeypersons with approval from Saskatchewan Apprenticeship and Trade Certification Commission*, may mentor for the purpose of Apprenticeship.

To seek approval for a non-journeyperson to supervise students, please contact the SATCC at 1-877-363-0536 or [apprenticeship@gov.sk.ca](mailto:apprenticeship@gov.sk.ca).

**3. Can you earn the credit over the summer?**

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.

**4. How is an apprenticeship final mark record of Standing Granted (SG) submitted to the Ministry of Education Student Data System?**

Since August 2019, credit recognition for programs successfully completed by a non-academic entity will receive a final mark record of SG on the official *Transcript of Secondary Level Achievement*. A final per cent (%) mark is no longer required.

MySchoolSask/MonÉcoleSask schools can submit Form 8.1 Secondary Level Non-Academic Courses New Mark Addition accompanied by a copy of the student's completed Apprenticeship Credit Proposal via HEAT. All other schools can submit via [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

## 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*

<b>Section 1: Credit Level</b>												
This proposal supports apprenticeship (check one): <input type="checkbox"/> A 20 <input type="checkbox"/> B 20 <input type="checkbox"/> A 30 <input type="checkbox"/> B 30 with trade-related work in the following Saskatchewan trade:												
<b>Section 2: Student Information</b>												
Last Name:						First Name:						
Grade:			Age:			Phone:						
School:												
<b>Section 3: Employer Information</b>												
Employer:												
Address:												
Contact Person:						Position:						
Email:						Phone:						
Mentoring/Supervising Journeyperson:						Certificate Number: OR <input type="checkbox"/> Letter of Approval						
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 <a href="http://saskapprenticeship.ca">saskapprenticeship.ca</a>) 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><b>Consider:</b></p> <ul style="list-style-type: none"><li>• <i>What trade-related skills do I already possess?</i></li><li>• <i>What previous experience have I had in the trade?</i></li><li>• <i>How will I build upon previous experience to further develop these skills?</i></li><li>• <i>What new trade-related skills do I hope to develop?</i></li><li>• <i>What types of work will I experience to further develop these skills?</i></li><li>• <i>How does this apprenticeship opportunity support my career goals?</i></li></ul>

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

Section 6: Monitoring, Communication, Evidence of Learning and Assessment	
<b>Monitoring:</b> <i>What is the plan for monitoring the student in the workplace?</i>	
<b>Communication:</b> <i>What is the communication plan for reporting to ensure student, employer, parent/guardian and teacher are informed?</i>	
<b>Evidence of Learning:</b> <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"> <li>• <i>Employability skills</i></li> <li>• <i>Essential skills</i></li> <li>• <i>Evidence of skill development and work tasks that are trade-specific (e.g., a daily log)</i></li> <li>• <i>Self-reflection of trade-related learning and skill development (e.g., journal entries)</i></li> <li>• <i>Self-reflection on the impact of the apprenticeship experience on career goals (e.g., journal entries)</i></li> </ul>	<b>Assessment:</b> <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.

<p>_____ Mentoring/Supervising Journeyperson</p> <p>_____ Student</p> <p>_____ Parent/Guardian</p> <p>_____ Supervising Teacher</p> <p>_____ Principal</p> <p>_____ Director/Superintendent</p>	<p>_____ Signature <i>(electronic signature acceptable)</i> <small>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</small></p> <p>_____ Signature <i>(electronic signature acceptable)</i> <small>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</small></p> <p>_____ Signature <i>(electronic signature acceptable)</i> <small>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</small></p> <p>_____ Signature <i>(electronic signature acceptable)</i> <small>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</small></p> <p>_____ Signature <i>(electronic signature acceptable)</i> <small>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</small></p> <p>_____ Signature <i>(electronic signature acceptable)</i> <small>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</small></p>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Day</td> <td style="width: 25%;">Mon</td> <td style="width: 50%;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Day</td> <td style="width: 25%;">Mon</td> <td style="width: 50%;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Day</td> <td style="width: 25%;">Mon</td> <td style="width: 50%;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Day</td> <td style="width: 25%;">Mon</td> <td style="width: 50%;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Day</td> <td style="width: 25%;">Mon</td> <td style="width: 50%;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Day</td> <td style="width: 25%;">Mon</td> <td style="width: 50%;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Mon	Year				Day	Mon	Year				Day	Mon	Year				Day	Mon	Year				Day	Mon	Year				Day	Mon	Year			
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**Section 8: To be completed by principal and supervising teacher.**

**Section 8: Credit Attained – Standing Granted (SG)**

Credit granted for Apprenticeship ☐ A 20 ☐ B 20 ☐ A 30 ☐ B 30

<p>_____ Principal Signature <small>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</small></p> <p>_____ Director/Superintendent Signature <small>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</small></p>	<p>_____ Supervising Teacher Signature <small>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</small></p>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Day</td> <td style="width: 25%;">Mon</td> <td style="width: 50%;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Day</td> <td style="width: 25%;">Mon</td> <td style="width: 50%;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Mon	Year				Day	Mon	Year			
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