

APPRENTICESHIP CREDIT

Background

To meet the credit requirements for graduation, students employed under the supervision of a journey person, in a trade in which the hours worked are eligible for apprenticeship credit, may earn up to four (4) 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 meet the PAA/Arts Education credit requirements for graduation.

Granting of a 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.

Procedures

1. Access to this credit will be for students who have completed grade nine.
2. Students are eligible to receive up to four (4) Apprenticeship credits. Each credit requires 100 hours of work. Each credit requires the student to complete a separate application form.
3. To enroll in an Apprenticeship credit, the student is required to submit a personalized learning proposal, to the school administration, using the completed Administrative Procedure Form 219-1 Apprenticeship Credit Proposal Template to the Principal or designate and receive approval prior to the start date.
 - 3.1 The proposal must be approved prior to beginning the credit.
 - 3.2 The principal and the student will identify a teacher supervisor who will supervise the apprenticeship.
 - 3.3 The apprenticeship credit proposal must include signed approval by the Student, student's parent or guardian, employer, teacher supervisor, and the Principal.
4. The Principal will make final approval of the Apprenticeship credit application and determine a plan for the initial safety visit using Administrative Procedure Form 219-2 Apprenticeship Credit Health & Safety Orientation Checklist. A copy of the approved plan must be submitted to the school superintendent.

5. The Division shall retain a copy of each Apprenticeship Credit proposal on file for a minimum of five (5) years. All completed project learning plans are subject to Ministry auditing.
6. 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.
7. When the apprenticeship work takes a student off-campus, the provisions of the Work Experience Education Guidelines for coordinating and monitoring shall apply, as appropriate.
8. Monitoring the Credit
 - 8.1 The Principal and supervising teacher will take overall responsibility for monitoring the progress of the project.
 - 8.2 Work hours during summer holidays will not count towards the credit as there will not be active monitoring by the Principal or supervising teacher.
 - 8.3 The Principal shall create a list of all students enrolled in the “Apprenticeship Credit” program and all workplace locations. This information will be submitted to the Director.
 - 8.4 Parents/Guardians are responsible for all transportation of any child in an approved Apprenticeship Credit offering that involves experiences away from the school site.
 - 8.5 The Apprenticeship Credit is subject to withdrawal if the supervising teacher deems necessary. If the supervision teacher deems the workplace unsafe, this will result in the withdrawal of the approved credit proposal. Parents will be notified. If the student is not performing trade-related work as outlined in the proposal then withdrawal of the approved credit could occur. Again, parents would be notified.
9. Evaluation and Reporting
 - 9.1 The School is responsible for the assessment and evaluation of the student’s learning. The assessment and evaluation process shall include input from the designated employer or journeyperson. An external evaluator may be invited to be part of the evaluation process. The criteria used to evaluate the project will be as outlined and accepted in the initial application.
 - 9.2 The supervising teacher is responsible for ensuring the student completes Administrative Procedure Form 219-3 Apprenticeship Credit Student Log Sheet.
 - 9.3 Upon successful completion of the 100 hours, a grade will be submitted by the Principal to the Ministry of Education in the same manner as for other courses of study.

10. Appeal Process

In the event of a dispute arising from this administrative procedure or its application, that dispute shall be resolved according to the Division's dispute resolution procedures.

Reference: Sections 4, 85, 87, 176, 191 Education Act.

Approved: December 7, 2018