

AP 219-1: 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.

Section 1: Credit Level																			
This proposal supports apprenticeship: ☐ A 20 ☐ B 20 ☐ A 30 ☐ B 30 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: OR ☐ Letter of Approval										
									Certified in the following Saskatchewan trade:										
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:	<i>Referencing the Saskatchewan Apprenticeship and Trade Certification Form 6A (found at saskapprenticeship.ca) for the trade listed in Section 1, list the trade-related work to be undertaken by the student.</i>												

Sections 5: To be completed by the student.

Section 5: Learning/Training Proposal

- Consider:**
- *What trade-related skills do I already possess?*
 - *What previous experience have I had in the trade?*
 - *How will I build upon previous experience to further develop these skills?*
 - *What new trade-related skills do I hope to develop?*
 - *What types of work will I experience to further develop these skills?*
 - *How does this apprenticeship opportunity support my career goals?*

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> • <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 agree to the terms of this proposal.

Mentoring/Supervising Journeyperson	Signature <i>(electronic signature acceptable)</i> <i>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="2">Day</th> <th colspan="2">Mon</th> <th colspan="2">Year</th> </tr> <tr> <td> </td><td> </td> <td> </td><td> </td> <td> </td><td> </td> </tr> </table>	Day		Mon		Year							
Day		Mon		Year										
Student	Signature <i>(electronic signature acceptable)</i> <i>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="2">Day</th> <th colspan="2">Mon</th> <th colspan="2">Year</th> </tr> <tr> <td> </td><td> </td> <td> </td><td> </td> <td> </td><td> </td> </tr> </table>	Day		Mon		Year							
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Parent/Guardian	Signature <i>(electronic signature acceptable)</i> <i>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="2">Day</th> <th colspan="2">Mon</th> <th colspan="2">Year</th> </tr> <tr> <td> </td><td> </td> <td> </td><td> </td> <td> </td><td> </td> </tr> </table>	Day		Mon		Year							
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Supervising Teacher	Signature <i>(electronic signature acceptable)</i> <i>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="2">Day</th> <th colspan="2">Mon</th> <th colspan="2">Year</th> </tr> <tr> <td> </td><td> </td> <td> </td><td> </td> <td> </td><td> </td> </tr> </table>	Day		Mon		Year							
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Principal	Signature <i>(electronic signature acceptable)</i> <i>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="2">Day</th> <th colspan="2">Mon</th> <th colspan="2">Year</th> </tr> <tr> <td> </td><td> </td> <td> </td><td> </td> <td> </td><td> </td> </tr> </table>	Day		Mon		Year							
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Director/Superintendent	Signature <i>(electronic signature acceptable)</i> <i>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="2">Day</th> <th colspan="2">Mon</th> <th colspan="2">Year</th> </tr> <tr> <td> </td><td> </td> <td> </td><td> </td> <td> </td><td> </td> </tr> </table>	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

Principal Signature <i>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</i>	Supervising Teacher Signature <i>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</i>	<table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="2">Day</th> <th colspan="2">Mon</th> <th colspan="2">Year</th> </tr> <tr> <td> </td><td> </td> <td> </td><td> </td> <td> </td><td> </td> </tr> </table>	Day		Mon		Year							
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