

APPRENTICESHIP CREDIT

Background

To meet the credit requirements for graduation, students employed under the supervision of a journeyperson, 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. 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.

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. To earn Apprenticeship Credits, students must be enrolled in an Educational Organization.
2. Apprenticeship Credits must be completed in grades 10 to 12.
3. To obtain an Apprenticeship Credit, the student is required to be employed under the supervision of a certified journeyperson or a non-journeyperson 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](#).
4. To earn Apprenticeship Credit recognition, the student must actually be doing the work of the trade, not merely observing the work environment.
5. Students are eligible to receive up to four (4) Apprenticeship credits. Each credit requires 100 hours of work.
6. To enroll in an Apprenticeship credit, the student is required to submit a personalized learning proposal, to the school administration, using Form 219-1 Apprenticeship Credit Proposal Template.
 - 6.1 The proposal must be approved prior to beginning the credit.
 - 6.2 The principal and the student will identify a teacher supervisor who will

supervise the apprenticeship.

- 6.3 The apprenticeship credit proposal must include signed approval by the student, student's parent or guardian, employer, teacher supervisor, Principal, and the Superintendent.
7. The Principal will make final approval of the Apprenticeship Credit application and determine a plan for the initial safety visit using Form 219-2 Apprenticeship Credit Health & Safety Orientation Checklist. The supervising teacher will complete Form 219-2 with the employer prior to approving the Apprenticeship Credit application.
8. A copy of each Apprenticeship Credit Proposal and supporting documentation shall be retained in the Student Cumulative Record folder for a minimum of five years. All completed project learning plans are subject to Ministry auditing.
9. 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.
10. Monitoring the Credit
 - 10.1 The Principal and supervising teacher will take overall responsibility for monitoring the progress of the project.
 - 10.2 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 or designate.
 - 10.3 Parents/Guardians are responsible for all transportation of any child in an approved Apprenticeship Credit offering that involves experiences away from the school site.
 - 10.4 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.
11. Evaluation and Reporting
 - 11.1 The student is responsible for completing Form 219-3 Apprenticeship Credit Student Log Sheet.
 - 11.2 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.
 - 11.3 Apprenticeship Credits will receive a Standing Granted (SG) final mark record.

12. 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.

13. 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 Division's administrative procedure or policy.
- Complete a student apprenticeship proposal using the Form 219-1 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 Form 219-1 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 Northwest School Division's procedure for Apprenticeship Credits.
- Sign the completed Administrative Procedure Form 219-1 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 [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 Form 219-1 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 Division's administrative procedures and policy are followed.
- Review and sign the completed Administrative Procedure Form 219-1 Apprenticeship Credit Proposal Template prior to student beginning the work.
- Sign-off on [Secondary Level Non-Academic Courses – New mark Addition](#) and submit along with a copy of the student's completed Apprenticeship Credit Proposal to the ministry via HEAT.
- Keep the documentation and proposal in the Student Cumulative Records folder 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 Form 219-1 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

Reference: Sections 4 (1), (1.1) (c), 4.02 *The Education Act, 1995*.
The Registrar's Handbook for School Administrators
[Apprenticeship Credit Policy 2025-2029](#)

Approved: October 20, 2025