

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 (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:			
Student's Email:			
Section 3: Saskatchewan Youth Apprenticeship (SYA) Program Awareness			
One of the following criteria need to be met to register, along with being at least 15 years of age:			
<input type="checkbox"/> Employed in part-time or seasonal work;			
<input type="checkbox"/> Registered in a trade-related Practical and Applied Arts (PAA) course;			
<input type="checkbox"/> Registered in a trade related Locally Developed course;			
<input type="checkbox"/> Registered in Career and Work Exploration 10, 20, 30 or			
<input type="checkbox"/> Registered in a PAA Survey course with at least one-third trade related content.			
SYA Benefits have been explained to the student:			
<ul style="list-style-type: none"> • Head start on career planning • A record of achievement for resumes and career portfolios • Credits – youth registering as an apprentice in a designated trade with Saskatchewan Apprenticeship and Trades Certification Commission (SATCC) within five years of completing SYA receive: <ul style="list-style-type: none"> ○ waiver of registration fee (presently \$250) ○ the first level of technical training tuition, providing all three SYA levels are completed; and ○ 100 hours of trade time credit per SYA level completed 			

Section 4: Employer Information		
Employer:		
Address:		
Contact Person:		
Email:	Phone:	
Journeyperson:	Certificate Number:	
	Trade:	
Email:	Phone:	
Section 5: Trade-Related Work		
To be completed by the student, employer, and supervising teacher.		
Number of Hours Anticipated (min. 100):	Anticipated Start Date:	Anticipated Completion Date:
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.		
Trade Related Skills:		
Section 6: Learning/Training Proposal		
To be completed by the student. Consider the following questions and enter your answer in the column on the right.		
Question	Answer (Two of the answers have been started for you, but you can add to the answer)	
What high school trade classes have you completed and are currently registered in?		
What general trade-related skills do you have in any trade outside of the trade that this application is for?		

How will I build upon previous experience to further develop these skills?	By working under the supervision of a journeyman in a trade recognized in Saskatchewan.
What types of work will I experience to further develop these skills? Explain what you will be doing to earn your 100 hours and/or copy the list from Section 4. What are you planning to learn from the journeyman and the types of work that you will be doing for the 100 hours?	
What new trade-related skills do I hope to develop?	Skills identified in Form 6a for the trade that I am working in. Form 6a will be attached.
How does this apprenticeship opportunity support my career goals?	

Section 7: Monitoring, Communication, Evidence of Learning, and Assessment

To be completed/discussed by the student, employer, and supervising teacher.

7.1 Monitoring:

- The journeyman will monitor the performance in the workplace and guide instruction and all responsibilities that the apprentice student will have.
- The supervising teacher will be in contact with the student and will check progress with the student throughout the time worked.
- The supervising teacher will be in contact with the journeyman/company:
 1. An initial phone call to confirm the employment and arrange the first site visit.
 2. First Visit Onsite
 - a. All forms are discussed with the journeyman and/or owner.
 - i. Form 250-3 Work-Based Learning Programs Pre-Placement Visit
 - ii. Form 251-1 Apprenticeship Credit Proposal Template
 - iii. Form 251-2 Apprenticeship Roles and Responsibilities
 - iv. Work completed is eligible for Form 6a (level 1 or greater skills/knowledge)
 - v. Form 251-3 Apprenticeship Credit Student Log Sheet
 - vi. Digital Photo Journal requirement
-10 photos / 100 hours, and 5 photos for each subsequent 100 hours

- vii. Company letter from payroll indicating the student was employed for hours recognized (to be completed by the company at the end of the term).
- 3. Two-three phone calls to check progress throughout the time period worked.
 - a. Form 251-4 Apprenticeship Credits – Supervising Teacher Monitoring Checklist
- 4. Final On-Site Visit
 - a. Complete an assessment.
Form 251-5 Teacher Supervisor and Employer Evaluation of Student
 - b. Collect the completed Form 6a and the letter from company/payroll confirming hours.
- 5. Final Student Visit
 - a. Student shall complete AP 251-6 Student Apprenticeship Exit Interview

7.2 Communication Plan:

Student:

- MSTeams Virtual Meetings, phone calls, face to face meetings, emails and texts

Parents:

- an initial phone call, and then an email with the Roles and Responsibilities

Journeyperson:

- phone calls, emails, texts, face to face

7.3 Evidence of Learning and Assessment:

7.3a Evidence of Learning

Guiding Questions:

- How will learning and achievement throughout the project be documented and presented? Establish roles and deadlines.
- Consider:
 1. Employability skills
 2. Essential skills
 3. Evidence of skill development and work tasks that are trade-specific (e.g. a daily log)
 4. Self-reflection of trade-related learning and skill development (e.g. journal entries)
 5. Self-reflection on the impact of the apprenticeship experience on career goals (e.g. journal entries)

7.3b Assessment

Guiding Questions:

- How will learning and achievement throughout the apprenticeship be assessed, evaluated, and final standing be determined? Establish roles and deadlines.
- Detail how and by whom assessment will be completed. Establish deadlines. All files are stored in the Google Folder (Evidence)
 1. Completion of Apprenticeship Presentation
 - a. High School to Apprenticeship Credits
 - b. Roles and Responsibilities
 - c. Proposal Template
 2. Daily Log is completed with journeyperson's signature.

	<ol style="list-style-type: none"> 3. Photo Files <ol style="list-style-type: none"> a. 10 photos for Apprenticeship A20 b. 5 photos for each credit thereafter 4. Checklists <ol style="list-style-type: none"> a. Supervising teacher monitoring checklist completed at least twice. 5. Trade-Related Experience <ol style="list-style-type: none"> a. Form 6a will be completed, signed by journeyperson and uploaded to Google Evidence Folder 6. Human Resources Acknowledgement <ol style="list-style-type: none"> a. Letter from company signing off and confirming 100 hours or more in the case of subsequent credits earned. 7. Completion of Final Assessment <ol style="list-style-type: none"> a. Supervisor and employer evaluation of student. <ol style="list-style-type: none"> i. The final assessment takes into account work habits, skills and personal/social skills and is rated out of 90. A score of 45/90 is necessary to be considered satisfactory and earn the mark of SG (standing granted) 8. Exit Interview <ol style="list-style-type: none"> a. Student completes the exit interview with the Supervisor.
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Section 8: Approval of Proposal					
Signing below indicates you agree with the terms of this proposal including: <ul style="list-style-type: none"> • Confirmation that tasks performed by the student is at a minimum – Level 1 Tasks of the trade. • Confirmation that GSSD will confirm with the Worker’s Compensation Board (WCB) that your company is in ‘Good Standing.’ See note below signatures. * 					
Role	Name	Signature	dd	mm	yyyy
Journeyperson					
Student					
Parent/Guardian					
Grad Coach Supervising Teacher					
Career Education Liaison					
Principal					
Superintendent / Designate					

* 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.

Section 9: Credit Attained							
Standing Granted (SG) Section 8: To be completed by principal and grad coach/supervising teacher.							
Credit granted for Apprenticeship <input type="checkbox"/> A20 <input type="checkbox"/> B20 <input type="checkbox"/> A30 <input type="checkbox"/> B30							
Student:				Learning ID #:			
	dd	mm	yyyy		dd	mm	yyyy
Principal Signature				Grad Coach/Supervising Teacher Signature			

The signed proposal shall be kept on file for 5 years.