

APPRENTICESHIP 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 \(AP 251-1\)](#), 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.

Parent/Guardian:

- 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, \(AP 251-1\)](#).
- 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 \(AP 251-1\)](#), 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 \(AP 251-1\)](#).
- 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 \(AP 251-1\)](#), 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 \(AP 251-1\)](#), 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 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 \(AP 251-1\)](#).

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 \(AP 251-1\)](#), and supporting documentation on file for a minimum of five years.