

APPRENTICESHIP CREDITS

Background

The division believes in providing all students with diverse and practical learning opportunities which include trade-related learning and work experiences.

Apprenticeship credits are earned by students who are employed under the supervision of a journeyman in a trade in which the hours worked are eligible for credit through the Saskatchewan Apprenticeship and Trade Certification Commission. Up to four secondary level apprenticeship credits may be earned on the basis of work proposed and completed by the student. The application for apprenticeship credits must be in place and approved prior to your beginning the work for which you will receive credit.

Each apprenticeship credit shall be carried out under the supervision of a teacher, and 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 as electives to meet the 24-credit requirement at the secondary level. Credit recognition for Apprenticeship course will receive a final mark record of Standing Granted (SG) on the official Transcript of Secondary Level Achievement.

Saskatchewan High School Credit Options: A Guide for High School Educators, Government of Saskatchewan, 2023.

Procedure

All schools will have a procedure for communicating to parents/guardians and students comprehensive information about credit attainment for Apprenticeship.

General Requirements

1. There are four Apprenticeship credits: Apprenticeship A20, B20, A30, and B30. Apprenticeship credits may be used to meet high school graduation requirements, and Practical & Applied Arts credit requirements.
2. Students must be registered in Grade 10, 11 or 12 with the Good Spirit School Division.
3. To apply for the credit, the student must be employed under the supervision of a certified journeyman in a compulsory trade. Students registering for Apprenticeship Credits may not work under the direct supervision of a family member. For non-compulsory trades, non-journeymen may, with approval from the Saskatchewan Apprenticeship and Trade Commission, provide supervision for the purpose of Apprenticeship. The hours worked must be eligible for **Form 6a: Trade Related Experience** (<http://saskapprenticeship.ca/list-of-form-6as/>). A minimum of 100 hours must be completed and recorded on Form 6a in order to qualify for one high school apprenticeship credit.
4. The student must actively be doing the work of a Level 1 apprentice, not merely observing the work environment.

5. To complete the apprenticeship credit, the student must first meet with a GSSD supervising teacher for apprenticeship credits. The supervising teacher and the student will work collaboratively to fill out an 251-1 Apprenticeship Credit Proposal Template prior to starting work.
6. The safety of the worksite must be assured prior to the commencement of the credit using the AP 250-3 Work-Based Learning Pre-Placement Visit checklist.
7. The supervising teacher for apprenticeship credits will work with the student to complete the proposal, submit the proposal, monitor the work completed and communicate with the student, the employer/journeyperson, and parents/guardians.
8. Student learning is to be documented within a logbook, AP 251-3 Apprenticeship Credit Student Log Sheet, where the hours worked and activities completed are tracked. The student will also submit a photo-journal consisting of ten (10) photos with a brief description of the task performed within for the first credit earned and five (5) more photos and descriptions for each subsequent credit earned.
9. Credits may be earned over the course of the summer, however, the personalized learning proposal must be completed and approved prior to the student beginning the work towards the credit. In similar fashion more than one Apprenticeship Credit may be earned by a student while working with the same journeyperson providing that all paperwork is in order.
10. Standing Granted will be assessed based on employability skills, essential skills, and trade-related skills as well as student input based on a submission of skills completed, portfolio pictures, and an exit interview. The supervising teacher in conjunction with the employer shall complete check-in evaluations along with a final evaluation of the student.
11. Upon earning the applicable Apprenticeship Credit(s), Form 8.1 [Secondary Level Non-Academic Courses New Mark Addition](#) should be submitted to the Ministry of Education.
12. All documentation (application form, assessment, Form 6a) shall be retained for a period of 5 years.
13. Insurance requirements are the sole responsibility of the employer. GSSD will ensure employers are in good standing with the Workers' Compensation Board upon registration.

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