



AP 222 – APPRENTICESHIP CREDIT

BACKGROUND

Saskatoon Public Schools supports the value of Apprenticeship credits to encourage smooth transitions and on-time grade 12 graduation for students. To meet the credit requirements for graduation the following conditions must be met:

- The student is registered in a Saskatoon Public Schools collegiate. The student is employed under the supervision of a journeyman in a trade in which the hours worked are eligible for Form 6A submission to the Saskatchewan Trade Certification Commission.
- The student is employed in a trade in which the hours worked are eligible for apprenticeship credit and those hours are documented. The student must actually be doing the work of the trade, not merely observing the work environment.

The student learning is documented and the safety of the worksite is assured. Students may earn up to four 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 and may be used to fulfill the requirements for graduation. Granting of credit for approved apprenticeships recognizes student achievement in trades outside of the regular Secondary Level program. The apprenticeship need not 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 requirements at the Secondary Level.
- Apprenticeship credit(s) may be used up to four times as electives to meet the 24 credit requirement or once to meet the Adult 12 requirement at the Secondary Level.

Students will be granted one credit for a minimum of 100 hours of trade experience hours eligible for Form 6A submission to the Saskatchewan Apprenticeship and Trade Certification Commission on the approval of the principal.

The Ministry of Education's Memorandum of Understanding with the Worker's Compensation Board does not include coverage for schools offering Apprenticeship credits. However, Saskatoon Public Schools has liability insurance related to the student activities including at locations away from the school.

PROCEDURES

1. The application for Apprenticeship credits must be in place and approved prior to the student beginning the work for which he/she will receive credit.
2. The principal and/or designate, in consultation with the student, will identify and secure a teacher supervisor who will supervise the apprenticeship.
3. Students are required to submit a clearly planned proposal to the principal for approval. The proposal shall include:
 - 3.1. Evidence of employment in a trade including name, address, contact information of employer, and supervising journeyman.
 - 3.2. A description of the trade-related work.
 - 3.3. The number of hours of work expected to complete the credit (minimum 100 hours).
 - 3.4. Documentation of the hours actually worked and related skills learned or activities completed.



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- 3.5. The evaluation procedures jointly developed by the student, supervising teacher, and employer.
- 3.6. The expected completion date.
- 3.7. The name of the supervising teacher.
4. The school division shall retain a copy of each Apprenticeship credit application on file for a minimum of five years with the Coordinator, Curriculum and Instruction. The Coordinator, Career Education, will make final approval of the Apprenticeship credit application. Copies of Form 6A will also be kept on file if submitted.
5. When a project takes a student off-campus, the provisions of the Work Study Guidelines for coordinating and monitoring shall apply, as appropriate. Ensuring completion of said guidelines is the responsibility of the principal or designate.
6. Schools shall establish procedures to communicate to parents and students the availability, procedures, outcomes and assessment strategies for Apprenticeship Credits.
7. Students who successfully complete projects will be granted one credit for a minimum of 100 hours of work on the approval of the principal.
8. The registration and mark shall be submitted to Ministry of Education in the same manner as for other courses of study.
9. All Apprenticeship credits shall comply with Ministry of Education policy.

Reference: Saskatchewan [Apprenticeship Credit Policy](#) (2015); [Saskatchewan Trades](#)
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