

## 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 journey person 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, 2020.**

### 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 20A, 20B, 30A and 30B. 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 journey person in a trade. The hours worked must be eligible for **Form 6a: Trade Related Experience** and submitted to the Saskatchewan Trade Certification Commission. 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.
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 Apprenticeship Credit Proposal prior to starting work.

6. 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 and with the employer/journeyperson.
7. The student will be registered as a student within GSSD Distributed Learning and course completion (SG) will be submitted to the Ministry of Education.
8. 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.
9. All documentation (application form, assessment, Form 6a) shall be retained for a period of 5 years.
10. Insurance requirements are the sole responsibility of the employer and the Ministry of Education Policy (2020) states:

*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. **Apprenticeship Policy, Ministry of Education, 2020***

Reference: The Registrar's Handbook for School Administrators  
Ministry of Education, Apprenticeship Policy, 2020