

APPRENTICESHIP CREDITS

Background

To meet the credit requirements for graduation, students employed under the supervision of a journeyman, in a trade in which the hours worked are eligible for apprenticeship credit, 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. Only students who are registered in a secondary school in Saskatchewan and are working (employed) in a trade are eligible for Apprenticeship credits.

- **The application for Apprenticeship credits must be in place and approved prior to the student beginning the work for which s/he will receive credit.**
- **Each Apprenticeship credit shall be carried out under the supervision of a teacher.**
- **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 requirement at the Secondary Level.**
- **School divisions and institutions offering the option of Apprenticeship credits shall develop a policy for the administration of Apprenticeship credits, which includes: application procedures, evaluation, and reporting procedures.**
- **When a student works off campus, the Work Study Guidelines for coordinating and monitoring shall apply as appropriate (see Practical and Applied Arts Handbook).**
- **This policy came into effect August 2009.**

Procedures

- **The School Division shall develop a policy or administrative procedures for the administration of Apprenticeship credits, and shall submit the policy to the Regional Office.**
- **Students are required to submit a clearly planned proposal to the principal for approval. The proposal shall include:**
 - **evidence of employment in a trade including name, address, contact information of employer, and supervising journeyman**
 - **a description of the trade-related work**
 - **the number of hours of work expected to complete the credit (minimum 100 hours)**
 - **a description of the expected result**
 - **the evaluation procedures jointly developed by the student, supervising teacher, and employer**
 - **the expected completion date**

- the name of the supervising teacher.
- **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 registration and mark shall be submitted to the Ministry of Education in the same manner as for other courses of study.**
- **The school division shall retain a copy of each Apprenticeship credit application on file for a minimum of two years.**

Reference: Sections 85, 87, 108, 109, 175 Education Act