

January 2012



High School

Practical and Applied Arts

Handbook

This is a quick reference handbook for Educational Staff and Administrators. It includes general information and reference website links to assist in the creation of and delivery of Saskatchewan High School Practical and Applied Arts Courses.

It is also necessary to use Saskatchewan Ministry of Education PAA Curriculum guides, handbooks and policy documents; <http://www.education.gov.sk.ca/paa>

High School PAA Courses and the modules selected will reflect consideration of the benefits to High school students; the NLSD Board approved PAA Program; and take into consideration Northern Labour Market trends.

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Section 1: High School Practical and Applied Arts - Saskatchewan

The Ministry of Education has provided the following information to understand Practical and Applied Arts in Sask.

Education

Sask. Learning Practical and Applied Handbook
http://www.sasklearning.gov.sk.ca/docs/paa/PAA_Handbook/intro.html

PAA (from the Sask. Ministry of Education)
(<http://www.sasklearning.gov.sk.ca/docs/paa/survey/overview/overview1.html>) outlines:

Requirements for Secondary Level:
- at least two 100-hour courses in total from Grades 10, 11 or 12 of either Arts Education and/or PAA.

It is important that middle level and secondary level PAA programming be coordinated. This program coordination promotes a more varied experience for students and in some cases more advanced modules can be offered in high school.

Aim – Practical and Applied Arts will provide important learning opportunities for all students to apply technical knowledge and to improve technology, planning, personal, and teamwork skills.

Goals – The Practical and Applied Arts are an integral part of the K-12 program of studies and play a significant role in developing the potential of all students.

Framework – The framework for the PAA includes ten Transitions to Work dimensions (pg 7) for integration/incorporation in all PAA courses. These dimensions include:

- apprenticeship
- career development
- community project(s)
- volunteerism
- employability skills
- entrepreneurial skills
- processing of information
- occupational skills
- personal accountability
- team work
- work study exploration

The integration of computer skills across the curriculum removes the need for computer literacy as a course in high school. This will free up time to accommodate the PAA Survey course requirements

Definitions

Four terms used in the Sask. PAA handbooks.

Clusters/ Subsections: an organizer term used for related curriculum groupings. Presently the six organizers (occupational clusters) are:

Agriculture	Home and Hospitality,
Communication	Trades
Natural Resources	Business

PAA Curricula: are groups of related modules (and these groups are placed into a certain section/ cluster)

(<http://www.education.gov.sk.ca/adx/asp/adxGetMedia.aspx?DocID=3933,88,Documents&MediaID=11319&Filename=PAAinfobulletin.pdf>)

PAA Modules – each module has a set of specific objectives for specific PAA information and skill development - introductory, intermediate, and advanced.

PAA Courses – are created from a selection of PAA modules from the various PAA Curricula within the PAA Sections/Clusters

All PAA Courses incorporate connections to Apprenticeship, Career Development, Personal Accountability, Community Projects, Processing Information, Employability Skills, Teamwork, Work Study/Education and Occupational Skills.

PAA Clusters (*subsections*)

&

Curricula Groups from which to choose modules

Agriculture (section/cluster)	Communications	Home and Hospitality	Trades	Business	Natural Resources-
<u>Curricula</u>	<u>Curricula</u>	<u>Curricula</u>	<u>Curricula</u>	<u>Curricula</u>	<u>Curricula</u>
Agriculture Studies	Communications Media	Clothing & Textiles	Autobody	Accounting	Energy and Mines
Agriculture Technician – Cow / Calf production	Comm. Production Technology	Food Studies	Commercial Cooking	Career & Work Exploration	Forestry
Ag. Tech. Dairy Production	Design Studies 10, 20	Housing	Cosmetology	Entrepreneurship 30	Wildlife Management
Ag. Tech. Feedlot Production	Drafting & Computer Aid Design	Interior Design	Const. & Carpentry	Info Processing	
Ag. Tech. Field Crop Production	Photo graphics, Photography & Graphic Arts	Life Transitions	Electrical & Electronics		
Ag. Tech Pork Production & Sheep Production	Theatre Arts	Tourism Hospitality, Entrepreneurship	Horticulture		
		Upholstery	Machining		
			Mechanical Auto		
			Welding		

Section 2

NLSD Schools ----- PAA Course Design

MODULE SELECTION:

1. **Only Sask. Learning PAA module curriculum** is to be used.
2. **Prerequisite modules** must be taught before the following modules.
3. **Modules are designated as Introductory** ☆
(note: always repeat safety modules with each new PAA course). ***Combinations of safety information from a variety of safety modules may be developed to suit the needs of a particular PAA Survey Course. Intermediate modules ☆ and Advanced modules☆☆***
4. **PAA Course Design types:**
 - Those **designed for articulation** to an apprenticeship pathway. These courses introduce students to the basics of the trade. With Trade Board approval, these courses provide for credit toward apprenticeship.
http://www.saskapprenticeship.ca/PUBLICATION/High_School_Handbook/
 - Those **designed without articulation** to an apprenticeship pathway

PURE PAA Courses:

- **A pure course includes modules from one curriculum area only.**
- Grade 10, 20 and 30 pure PAA Courses are outlined on the Ministry of Education Website.
<http://education.gov.sk.ca/paa>
- **Core modules** are the compulsory modules that must be covered in a pure course of study for developmental or safety reasons or for purposes of articulation with post-secondary programs
- If all students have completed some of the modules (in the high school pure course outline) in middle years then these could be replaced with other same curriculum modules of a more advanced nature (but not modules from other pure courses)

SURVEY PAA Courses:

<http://www.sasklearning.gov.sk.ca/docs/paa/survey/guidelines/guidelines1b.html>

- Modules are chosen from a **minimum of three (3) PAA curricula groups** (see next page for curriculum groups).
- the **total module hours from any one curriculum group is less than 50 hrs** of the total 100hrs)

Teacher instruction of a MODULE:

- As in any other core curriculum, the **module 's foundational & learning objectives** are to be achieved.
- **Core modules** are the compulsory modules that must be covered in a pure course of study for developmental or safety reasons or for purposes of articulation with post-secondary programs
- The **Adaptive Dimension** allows the teacher to adapt the learning objectives, the instructional and assessment methods and the learning environment. (except in the NLSD prescribed modules and use of prescribed resources).
- **Safety and career development** learning objectives are **compulsory** topics and are to be **integrated** throughout PAA Courses.
- **Job shadows, career research, interviews, field trips, guest speakers**, etc. are to be used to make connections to the workplace in order to support work-based learning.

RECORD KEEPING

Recordkeeping of PAA Course modules is essential.
(Answers to questions Appendix A)

FORMS are included (Student Forms - Appendix B)

Each MODULE that a student completes is recorded.

The on going record of modules completed by each student is to be recorded on individual recording sheets AND at the end of each term:

- **Completed modules are entered on Sask. Student Data System (SDS)**
- **Course completion is entered onto the MAT and;**
- **An updated PAA Modules Completed Form is added to the student's portfolio binder at the end of each school year.**

*Answers to RECORDING PAA MODULES ---
See Appendix A*

PAA Survey or Core Course Planning Aid

School Year: _____ to _____ School: _____

Teacher: _____

Course Name: _____

Curriculum Area	Module # : _____ Name _____	Module codes	Hours	Total Hrs

Total number of instructional hours is to be 100 (or very close)

- Remember:**
- a) Record Student Module Completion on Sask. Data System
 - b) Enter PAA Course Completion to MAT and
 - c) Update Student Module Form

Section 3

How to Record Practical and Applied Arts Modules and FAQS (Frequently Asked Questions)

1. What do I need to have available in order to record the PAA modules?

Authorization
Student Name
Saskatchewan Learning Department numbers a.k.a. Saskatchewan Learning I.D.
Modules successfully completed

2. What are the steps to record PAA modules?

*****If you are the person designated by your school principal to enter data you must get authorization and be made aware of Student Tracking Protocol.**

To get the forms required and instruction on entering contact:

Brenda Bates, Administrative Assistant to the Director of Education
Direct line (306) 425-8434; e-mail brendabates@nlsd113.net

Go to <http://www.sasked.gov.sk.ca/>

Click on Teachers and School Administration

Click on Student Data System – This will open Student Service page

Scroll down and click on Student Data System Web Application

Click on Educator

Click on Individual Practical and Applied Arts Module Recording

The Security Disclaimer screen will appear.

Click on I Agree then click on submit

Authorized User Log In will automatically appear

Enter your authorized user log in USER NAME and PASSWORD

You are now in the PAA Module Recorder – Enter the student's Saskatchewan Learning I.D.

Click on search

The PAA Module Recording Screen will appear with:

Student Personal Information

Practical and Applied Arts Module History

Click on ADD

The Recording screen will display:

Student Personal Information

Module Information

Under School Information – choose your school (you will not be able to access other schools)

Choose the correct school year for module completion

Check off all of the modules successfully completed by the student in the recording period

Click on SUBMIT

This is your last chance to confirm that your entry is correct. If it is not press CANCEL and you will be taken back to the previous page. If your entry is correct – press SUBMIT

The module is now permanently recorded.

3. How do I correct any mistakes I make while recording modules? You can't! Do not enter a module unless it is completed and correct. You cannot correct mistakes once you have recorded the module. There are several opportunities in the recording process to review the material entered before the final data is submitted.

4. Do teachers and/or Career Transition Teachers need to check SDS to see which PAA modules the student has completed? Yes! Teachers and/or Career Transition Teachers must review each student's PAA modules to make sure that modules are not being repeated.

5. Are modules completed by Middle Level students recorded? YES. These modules are recorded and **not repeated** at high school.

6. What if the student has passed modules in the course but has not passed the entire course? All successfully completed modules are to be recorded – even if the student does not pass the course. This requires teachers to evaluate by module rather than the course as a whole. Module recording relies on ongoing assessment, evaluation and recording of modules by the teacher. Teachers are responsible for determining module evaluation criteria using guidelines set out in the individual PAA curriculum.

7. Are modules from Locally Developed Curriculum and Special Projects recorded? NO. These are considered electives not PAA courses. There is no place on the SDS to record these modules

8. Are there any exceptions to the above? Yes. Exploring Trades and Technology has been given special status as a PAA course.

9. Are teachers allowed to recognize modules completed outside of school curriculum? NO. If a student has acquired the module outcomes via activities outside of the classroom prior learning assessment and recognition (PLAR) is not allowed. Record only those modules completed under teacher supervision.

10. Am I using the correct PAA course code and PAA module code? Only PAA modules are entered. on Sask. Data System. The course code is entered on the NLSD MAT system