	Administrative Procedure **Apprenticeship Credit**	
	Department:	**Student Programs**
	Approved by:	**Leadership Council**
	Date Approved:	**February 5, 2024**
	Revision Date(s):	
	Review Date:	
	External References • *The Education Act, 1995* • The Registrar's Handbook for School Administrators • Saskatchewan Apprenticeship Policy 2019	
	Internal References • Career Development AP • Form: Apprenticeship Credit Proposal • Form: Apprenticeship Credit Health and Safety Orientation Checklist • Form: Apprenticeship Credit Student Log Sheet • Form: Apprenticeship Credit Employer/ Sask DLC Supervisor Assessment • Form: Apprenticeship Credit Student Assessment • Form: Apprenticeship Credit Visitation Monitoring	

Purpose

- This administrative procedure establishes guidelines and procedures for students to earn an apprenticeship credit at Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This procedure applies to all students enrolled in Sask DLC programs who wish to earn apprenticeship credit.

Policy Statement

- Apprenticeship credits are available to students of Sask DLC who meet certain criteria. Eligibility for Apprenticeship credits is limited to students who are enrolled in a secondary school (grades 10-12) in Saskatchewan and are employed in a designated trade in Saskatchewan under the supervision of a registered journeyman.
- Students may earn up to four (4) secondary-level Apprenticeship credits on the basis of work proposed and completed throughout the academic school year. The Apprenticeship credits shall be named Apprenticeship A20, B20, A30, and B30 and may be used to fulfill the requirements for graduation.
- 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 twenty-four (24) credit requirements at the secondary level.

Procedures:

1. Sask DLC requires that:
   a) Apprenticeship credits must be completed in grades 10-12.
   b) To enroll in an Apprenticeship Credit, the student is required to be employed under the supervision of a certified journeyperson in a trade in which the hours worked are eligible for Form 6A submission to the Saskatchewan Apprenticeship and Trade Certification Commission (http://saskapprenticeship.ca/list-of-form-6as/).
   c) To earn Apprenticeship Credit recognition, the student must actually be doing the work of the trade, not merely observing the work environment.
   d) Before enrollment, the student must complete and submit a personalized learning proposal to the Campus Principal using the "Apprenticeship Credit Proposal" form.
   e) Sask DLC shall communicate to parents/guardians and students the availability, administrative procedures, and requirements for credit attainment for Apprenticeship Credit.
   f) The registration and mark shall be submitted to the Ministry of Education following the same process used in the school for secondary-level courses of study.

Course	Codes
Apprenticeship Credit A30	9011
Apprenticeship Credit B30	9012
Apprenticeship Credit A20	7011
Apprenticeship Credit B20	7012

   g) Sask DLC shall retain a copy of each Apprenticeship Credit proposal and supporting documentation on file for a minimum of **five years**. All completed project learning plans are subject to the ministry audit.
   h) Students must complete a minimum of 100 hours of trade experience eligible for Form 6A (see http://saskapprenticeship.ca/list-of-form-6as/) submission to the Saskatchewan Apprenticeship and Trade Certification Commission to qualify for the Apprenticeship Credit.

2. Insurance
   a) 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.

3. Intent
   a) The apprenticeship A20, B20, A30 and B30 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 the electives credit requirement in the Regular and Adult 12 programs. In addition, students will be granted one credit for a minimum of 100 hours of trade experience eligible for Form 6A (see http://saskapprenticeship.ca/list-of-form-6as/) submission to the

Saskatchewan Apprenticeship and Trade Certification Commission on the approval of the Campus Principal.

4. Roles and Responsibilities
   a) Student
      i. Become familiar with career pathways and opportunities for skill development in the trades offered by Apprenticeship Credit.
      ii. Secure employment with a company that employs certified journeypersons and find a journeyperson willing to accept him/her as an apprentice, ensuring the employer and mentoring journeyperson understand their role and responsibilities in the apprenticeship relationship.
      iii. Identify appropriate Campus staff interest in pursuing an Apprenticeship Credit as per Sask DLC administrative policies and procedures.
      iv. Complete a student apprenticeship proposal using the "Apprenticeship Credit Proposal" form with the support of a supervising Sask DLC staff member and a mentoring journeyperson.
      v. Upon approval of the proposal, complete the work required.
      vi. Communicate with the supervising Sask DLC designate as outlined in proposal.
      vii. Provide evidence of learning and a minimum of 100 hours of work in the trade related skills as outlined in proposal.
   b) Parents/Guardians
      i. Review the Apprenticeship Credit proposal with the student to understand the apprenticeship plan including timelines, goals, trade-related work and assessments.
      ii. Sign the completed form "Apprenticeship Credit Proposal."
      iii. Check in with the student during the apprenticeship to determine how the student is progressing and help identify supports that may be required for success.
   c) Sask DLC Supervisor
      i. Review the Apprenticeship Credit as per Sask DLC administrative policies and procedures.
      ii. Jointly complete the "Apprenticeship Credit Proposal" form with the student and the mentoring journeyperson.
      iii. Sign the completed form "Apprenticeship Credit Proposal."
      iv. Facilitate the approval process before the student begins the work.
      v. Will ensure the form “Apprenticeship Credit Health and Safety Orientation Checklist” is completed satisfactorily.
      vi. Monitor the student’s progress by communicating with the student and mentoring journeyperson (as established in proposal).
      vii. Will sign-off on the final paperwork and forward to the Campus Principal. The Campus Principal will ensure the Ministry of Education Form 8.1 Secondary Level Non-Academic Courses – New Mark Addition is submitted to the Ministry of Education and that the necessary steps are taken to record Standing Granted (SG) in MySchoolSask.
      viii. A copy of the entire proposal and all related forms, including the final mark, are to be retained on file for a minimum of five years.

d) Mentoring Journeyperson
   i. Ensure understanding of roles and responsibilities in the apprenticeship relationship.
   ii. Sign form “Apprenticeship Credit Proposal”.
   iii. Referring to Form 6A (see http://saskapprenticeship.ca/list-of-form-6as/) for the relevant trade area, provide the student/employee with opportunities to demonstrate and practice the trade related skills on Form 6A.
   iv. Work directly with the student to provide coaching, instruction, training, or other support as outlined in the proposal.
   v. Provide a safe work environment with Worker’s Compensation coverage.
   vi. Monitor student for safety, skill and knowledge development, and completion of hours.
   vii. Provide developmental feedback to the student.
   viii. Provide feedback to the Sask DLC Supervisor around student progress, growth, etc. as outlined in the proposal.

di) Campus Principal
   i. Assign a Sask DLC Supervisor to the Apprenticeship Credit.
   ii. Ensure Sask DLC administrative procedures and policies are followed.
   iii. Review and sign the completed "Apprenticeship Credit proposal" form before the student begins the work.
   iv. The Campus Principal will ensure the Ministry of Education Form 8.1 Secondary Level Non-Academic Courses is submitted to the Ministry of Education and that the necessary steps are taken to record Standing Granted (SG) in MySchoolSask. Apprenticeship Credits can be tied to the Campus Principal.
   v. Keep the documentation and proposal on file for five years.

dii) Superintendent of Student Programming Designate (Curriculum Consultant with responsibilities for Apprenticeship Credit)
   i. Ensure Sask DLC administrative procedures and policies are followed.
   ii. Review and approve the project proposal before the student begins the work.
   iii. Sign the "Apprenticeship Credit Proposal" form.

diii) Sask DLC
   i. Submit the Sask DLC Administrative Procedures for Apprenticeship Credit as per the Ministry of Education’s Apprenticeship Credit policy.
   ii. Retain a copy of each Apprenticeship Credit proposal and supporting documentation on file for a minimum of five years.

5. Standing Granted (SG) for Courses from Non-Academic Entities
   a) Effective August 2019, credit recognition for programs successfully completed by a non-academic entity will receive a final mark record of Standing Granted (SG) on the official Transcript of Secondary Level Achievement. A final per cent (%) mark is no longer required.
   b) Apprenticeship courses receiving a SG final mark record include:
      i. 7011 Apprenticeship A 20

ii. 7012 Apprenticeship B 20
iii. 9011 Apprenticeship A 30
iv. 9012 Apprenticeship B 30

c) Sask DLC staff submitting secondary level mark information for non-academic dual credit courses, Special Projects or Apprenticeship courses are required to complete a new Form 8.1 Secondary Level Non-Academic Courses – New mark Addition. This form must be accompanied by proof of certificate and/or letter of successful completion for dual credit course recognition. For Special Project and Apprenticeship course credit recognition, submit a copy of the completed proposal to credit.transfer@gov.sk.ca. Please note that final percentage mark records for these courses will no longer be accepted.

Appendix A: Questions and Answers - Apprenticeship Credits		
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Q: In order to receive the Apprenticeship Credit, do the hours need to be submitted to the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC)?

A: No, the hours do not need to be submitted to SATCC for secondary Apprenticeship Credit recognition.

However, if the student wishes to pursue a career in the trades, the hours may be submitted, and this prior learning and work experience may reduce the amount of time apprentices must work to complete their apprenticeship. Students should document trade time worked on a Form 6A while participating in Apprenticeship 20 and 30. This documentation is then submitted to the SATCC for assessment when the student registers as an apprentice in a designated trade. The documented trade time must be within the scope of the designated trade.

Q: Does the supervisor have to be a journeyperson?

A: Yes, the supervisor must be a certified journeyperson for the student to earn an Apprenticeship Credit. The establishment of the Apprenticeship Credit option was founded on the tenet of apprenticeship which is a structured system of supervised training that can lead to certification in one of Saskatchewan's designated trades.

Q: Can you earn the credit over the summer?

A: Yes, credits can be earned over the summer, however, the personalized learning proposal must be completed and approved prior to the student beginning the work towards the credit.