

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

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| POLICY ITEM: Apprenticeship Credits | CODE: HMBA |
| LEGAL STATUS: Board Motion #254.09, #48.13, #273.19, #131.22 | DATE APPROVED: 21Oct 19, 20Jun 22 |

Background: It is recognized that opportunities for learning exist outside of school offerings in areas not related to a specific school subject. The Apprenticeship Credits give opportunities for students who are employed under the supervision of a journeyperson to earn secondary credits.

POLICY: The Prince Albert Roman Catholic Separate School Division will recognize up to four apprenticeship credits which may be used to fulfill the requirements for graduation.

- Guidelines:**
1. Only students who are registered in grades 10 to 12 at École St. Mary High School and employed in a trade are eligible for Apprenticeship Credits.
 2. 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.
 3. To earn Apprenticeship Credit recognition, the student must actually be doing the work of the trade, not merely observing the work environment.
 4. The apprenticeship credits may be used to meet the Practical and Applied Arts/Arts Education credit or as electives to meet the 24-credit requirement at the Secondary Level.
 5. When a student works off campus, the Work Study Guidelines for coordinating and monitoring shall apply as appropriate (see Practical and Applied Arts Handbook).
 6. Each apprenticeship credit shall be carried out under the supervision of a teacher.
 7. The accumulation of hours may only occur from September to June and/or when the supervising teacher is available during the summer months.
 8. A minimum of 100 hours must be accumulated to earn a credit.
 9. The student must clearly be involved in doing the job of the trade.

- Procedures:**
1. The student is required to submit a clearly planned proposal to the principal prior to beginning work. See Appendix A.
 2. The hours must be accumulated from July 1st to June 30th to receive a credit within the academic year.
 3. Students working in the city or out of the city within a 100 km radius, may accumulate hours during the months of July and August and be monitored by the supervising teacher.

4. The supervising teacher will be reimbursed for travel costs if supervising students during the summer months. Time in lieu will be recognized up to a maximum of two (2) days upon submission of a log to the Director or designate of the supervision activities.
5. The student 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 student is required to be under the supervision of a certified journeyperson in that trade. Form 6A can be found at <http://saskapprenticeship.ca/list-of-form-6as/>
6. The registration and mark shall be submitted to the Ministry of Education in the same manner as the other courses of study.
7. The school division shall retain a copy of each Apprenticeship credit application on file for a minimum of five years.



PRINCE ALBERT
ROMAN CATHOLIC Est. 1887
SEPARATE SCHOOL DIVISION No.6

APPRENTICESHIP CREDIT PROPOSAL TEMPLATE

(Note: This proposal must be completed and approved prior to the student beginning the apprenticeship credit hours.)

Sections 1-3: to be completed by the student.

Please print

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| Section 1: Credit Level | |
| This proposal supports Apprenticeship (check one): <input type="checkbox"/> A20 <input type="checkbox"/> B20 <input type="checkbox"/> A30 <input type="checkbox"/> B30 | |
| With trade-related work in the following Saskatchewan trade: | |
| Section 2: Student Information | |
| Last Name: | First Name: |
| Grade: | Age: |
| Phone: | |
| School: | |

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|--|---------------------|
| Section 3: Employer Information | |
| Employer: | |
| Address: | |
| Contact Person: | Position: |
| Email: | Phone: |
| Mentoring/Supervising Journey person: | Certificate Number: |
| Email: | Phone: |

Section 4 – To be completed by the student, employer, and supervising teacher.

| Section 4: Trade-Related Work | | | | | | | | | | | | |
|---|-------------------------|--|-------|--|------|--|---|--|-------|--|------|--|
| Number of Hours Anticipated (min. 100): | Anticipated Start Date: | | | | | | Anticipated Completion Date: | | | | | |
| | Day | | Month | | Year | | Day | | Month | | Year | |
| | | | | | | | | | | | | |
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| Trade-related Skills: | | | | | | | Referencing the Saskatchewan Apprenticeship and Trade Certification Form 6A (found at http://saskapprenticeship.ca/list-of-form-6as/) for the trade listed in Section 1, list the trade-related work to be undertaken by the student. | | | | | |
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Section 5 - To be completed by the student.

| Section 5: Learning/Training Proposal | |
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| | <p>Consider:</p> <ul style="list-style-type: none">• What trade-related skills do I already possess?• What previous experience have I had in the trade?• How will I build upon previous experience to further develop these skills?• What new trade-related skills do I hope to develop?• What types of work will I experience to further develop these skills?• How does this apprenticeship opportunity support my career goals? |

Section 6 – To be completed by the student, employer, and supervising teacher.

| Section 6: Monitoring, Communication, Evidence of Learning and Assessment | |
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| Monitoring: <i>What is the plan for monitoring the student in the workplace?</i> | |
| Communication: <i>What is the communication plan for reporting to ensure student, employer, parent/guardian and teacher are informed?</i> | |
| Evidence of Learning: <i>How will the student, supervising teacher or mentoring/supervising journey person document student learning and achievement throughout the apprenticeship experience? Consider:</i> <ul style="list-style-type: none"> • <i>Employability skills</i> • <i>Essential skills</i> • <i>Evidence of skill development and work tasks that are trade-specific (e.g., a daily log)</i> • <i>Self-reflection of trade-related learning and skill development (e.g., journal entries)</i> • <i>Self-reflection on the impact of the apprenticeship experience on career goals (e.g., journal entries)</i> | Assessment: <i>Detail how and by whom assessment will be completed. Establish deadlines.</i> |

Section 7 – To be completed by mentoring/supervising journeyperson, student, parent/guardian, supervising teacher, and principal.

Section 7: Approval of Proposal

Signing below indicates you are in agreement to the terms of this proposal.

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| Day | Mon | Year | | | | | | |
| | | | | | | | | |
| Mentoring/Supervising Journeyperson | Signature | | | | | | | |
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| Day | Mon | Year | | | | | | |
| | | | | | | | | |
| Student | Signature | | | | | | | |
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| | | | | | | | | |
| Parent/Guardian | Signature | | | | | | | |
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| Supervising Teacher | Signature | | | | | | | |
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| Day | Mon | Year | | | | | | |
| | | | | | | | | |
| Principal | Signature | | | | | | | |

Section 8 – To be completed by principal and supervising teacher.

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Section 8: Credit Attained

Credit granted for Apprenticeship ☐ A20 ☐ B20 ☐ A30 ☐ B30

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| Principal Signature | Supervising Teacher Signature | | | | | | | |