



AP 222 – APPRENTICESHIP CREDIT

BACKGROUND

Saskatoon Public Schools supports the value of Apprenticeship credits to encourage smooth transitions and on-time grade 12 graduation for students. To meet the credit requirements for graduation the following conditions must be met:

- The student is registered in grades 10, 11 or 12 in a Saskatoon Public Schools collegiate.
- The student is employed under the supervision of a certified journeyperson or a non-journeyperson with approval from the Saskatchewan Apprenticeship and Trade Certification Commission in a non-compulsory trade, in which the hours worked are eligible for Form 6A submission to the Saskatchewan Apprenticeship and Trade Certification Commission.
- The student is employed in a trade in which the hours worked are eligible for Apprenticeship credit and those hours are documented. The student must be doing the work of the trade, not merely observing the work environment.

The student learning is documented, and the safety of the worksite is assured. Students may earn up to four secondary level Apprenticeship credits based on work proposed and completed by the student; students will be granted one credit for a minimum of 100 hours of trade experience eligible for Form 6A submission to the Saskatchewan Apprenticeship and Trade Certification Commission on the approval of the principal. The apprenticeship credits shall be named Apprenticeship A20, B20, A30, and B30 and may be used to fulfill the requirements for graduation. Granting credit for approved apprenticeships recognizes student achievement in trades outside of the regular secondary level program. 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 the electives credit requirement in the Regular and Adult 12 programs.

The Ministry of Education’s Memorandum of Understanding with the Worker’s Compensation Board does not include coverage for schools offering Apprenticeship credits. However, Saskatoon Public Schools have liability insurance related to the student activities including at locations away from the school.

PROCEDURES

1. The application for Apprenticeship credits must be in place and approved prior to the student beginning the work for which he/she will receive credit.
2. The principal and/or designate, in consultation with the student, will identify and secure a teacher supervisor who will supervise the apprenticeship.
3. Students are required to submit a clearly planned proposal to the principal for approval. The proposal shall include:
 - 3.1. Evidence of employment in a trade including name, address, contact information of employer, and supervising journeyperson or non-journeyperson (with approval from Saskatchewan Apprenticeship and Trade Certification Commission).
 - 3.2. A description of the trade-related work.
 - 3.3. The number of hours of work expected to complete the credit (minimum 100 hours) and the credit(s) the student is working on.
 - 3.4. Documentation of the hours worked and related skills learned, or activities completed.



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- 3.5. The evaluation procedures are collaboratively developed by the student, supervising teacher, and employer.
- 3.6. The expected completion date.
- 3.7. The name of the supervising teacher.
4. The Coordinator of Learning Supports 9–12 will keep a copy of each Apprenticeship credit application on file for at least five years and will also provide final approval for these applications. If submitted, copies of Form 6A will also be retained.
5. When a project requires a student to work off-campus, the supervising teacher will support both the student and the supervising journey person/non-journey person by providing regular check-ins (via phone, email or in person), as outlined in the apprenticeship credit proposal, to ensure meaningful learning, academic rigor, and adherence to division protocols. Ensuring this support is the responsibility of the principal or designate.
6. Schools shall establish procedures to communicate to parents and students the availability, procedures, outcomes and assessment strategies for Apprenticeship Credits.
7. Students who successfully complete projects will be granted one credit for a minimum of 100 hours of work on the approval of the principal.
8. A Form 8.1 Secondary Level Non-Academic Courses New Mark Addition shall be submitted to student.records@gov.sk.ca accompanied by a copy of the student’s completed Apprenticeship credit proposal to receive a “Standing Granted” for the course assigned. All Apprenticeship credits shall comply with Ministry of Education policy.

Reference: Saskatchewan [Apprenticeship Credit Policy](#) (Aug 1, 2024);
[Saskatchewan Apprenticeship and Trade Certification Commission](#)
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