



# Living Sky School Division No. 202

**Procedure Type:** Programs and Curriculum

**Procedure Number:** 6.22

**Procedure Title:** Apprenticeship Credits

**Legal Reference:**

**Approval Date:** February 25, 2015

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## 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 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 requirements at the Secondary Level.

## Procedure

### 1. Approval Process

- a. 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.
- b. Students are required to submit a clearly planned proposal to the principal for approval. The proposal shall include:
  - i. Evidence of employment in a trade including name, address, contact information of employer, and supervising journeyman
  - ii. A description of the trade-related work.
  - iii. The number of hours of work expected to complete the credit (minimum 100 hours).
  - iv. A description of the expected result.
  - v. The evaluation procedures jointly developed by the student, supervising teacher, and employer.
  - vi. The expected completion date.
  - vii. The name of the supervising teacher.



- c. The principal and/or designate, in consultation with the student, will identify and secure a teacher supervisor who will supervise the apprenticeship.
- d. The Apprenticeship credit application must include signed approval by the student, student's parent or guardian, teacher supervisor, and the high school principal. The school division shall retain a copy of each Apprenticeship credit application on file for a minimum of 2 years.
- e. The Director of Education or designate will make final approval of the Apprenticeship credit application.
- f. When a project takes a student off-campus, the provisions of the Work Study Guidelines for coordinating and monitoring shall apply; as appropriate (see Practical and Applied Arts Handbook).
- g. A criminal record check from the journey person must accompany the application. Living Sky School Division No. 202 School Division will reimburse the journey person for the cost involved to obtain this check.

## **2. Apprenticeship Credit Application**

- a. Please refer to the appendix of this document for the proposal template. Detailed information and all signatures must be in place prior to sending the application to the Director of Education or designate for final approval.

## **3. Monitoring the Project**

- a. Each Apprenticeship credit shall be carried out under the supervision of a teacher. When a student works off campus, the Work Study Guidelines for coordinating and monitoring shall apply as appropriate (see Practical and Applied Arts Handbook).

## **4. Evaluation and Reporting**

- a. Evaluating procedures will be developed jointly by the student, supervising teacher, and employer.
- b. 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.

## **5. Appeal Process**

- a. In the event of a dispute arising from this policy or its application, that dispute shall be resolved according to the school division's dispute resolution policy or procedures.



**Living Sky School Division No. 202**  
*Growth Without Limits, Learning For All*

**Appendix One**  
**Apprenticeship Credit Application**

Student's Name: \_\_\_\_\_

Student's School: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Evidence of Employment in a Trade: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
\_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Supervising Journeyman's Name: \_\_\_\_\_

Supervising Journeyman's Certificate Number: \_\_\_\_\_

Description of Trade Related Work:  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hours of Work Expected to Complete the Credit: \_\_\_\_\_  
(minimum 100 hrs.)

Description of Trade Related Work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Evaluation Procedures:

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Expected Completion Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervising Teacher's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

School Administrator's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Curriculum Coordinator's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Journey person's Criminal Record Check Included: Yes  No

Reason: \_\_\_\_\_

Approved

Not Approved

# Schedule B

## Work-Based Learning Consent and Agreement

(From WCB Agreement)

**INTRODUCTION:** Work-based learning is a program where a student is placed with a local employer as part of a school course. Students are not paid.

The Workers' Compensation Board (the Board) has signed a memorandum with Saskatchewan Learning and has passed a policy under authority of *The Workers' Compensation Act, 1979* (the Act) with a view to ensuring that a student participating in Saskatchewan in a program and for whom the following consents and agreement are completed, is eligible for worker's compensation and is subject to legal rights, benefits, obligations and restrictions while placed with a local employer, as if the student was a worker in the course of employment. Workers' compensation is a collective liability no-fault protection plan for workers injured or killed by a chance event. Benefits (including long-term benefits) may include some compensation for medical expenses, lost future wages, permanent functional impairment and death.

**The Act provides that neither a (student) worker nor the (student) worker's dependants may sue any employer or another worker covered by workers' compensation, with respect to an injury sustained by the (student) worker in the course of employment.** Information for obtaining a copy of the Act, the Board policy and the memorandum which more particularly detail the rights and obligations of students, may be obtained by phoning the Practical and Applied Arts Coordinator at the Ministry of Education (Regina information 787-6030).

### CONSENTS AND AGREEMENT

**The student and** (if the student is a minor) **the student's parent/guardian**

(a) **consent to the student participating** in a work-based learning assignment associated with the course described as

\_\_\_\_\_ while placed with (the local employer);

(b) **consent to the Minister having applied on behalf of the student** to the Board for an order that the student be brought within the scope of the Act as a worker; and

(c) **agree** (in consideration of receiving workers' compensation coverage at no cost to the student) with the local employer and workers covered by the Act, the relevant school, post-secondary institution, or community-based organization and with Saskatchewan Learning and the Board, **to be subject to the legal rights**, benefits, obligations and restrictions while placed with the local employer **more particularly described in the above introduction.**

Dated at \_\_\_\_\_, Saskatchewan this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian (of a student under 18) or  
Witness (for a student 18 or older)