

Administrative Procedure Apprenticeship Credits

Policy 601 – Appendix B

Background

According to the Ministry of Education's [Core Curriculum: Principles, Time Allocation and Credits Policy](#), Prairie Spirit School Division schools recognize up to four Apprenticeship Credits per student for out-of-school initiatives, on the basis of work proposed and completed by an individual student.

Procedures: Based on the Apprenticeship Credits Policy from the Ministry of Education

1. An Apprenticeship Credit may be earned through work proposed and completed by an individual student while employed in an approved apprenticeship in one of designated trades in Saskatchewan. There are two options available for students to obtain Apprenticeship Credits in Prairie Spirit School Division schools; through the academic school year or through the Summer Youth Internship Program offered through the Saskatoon and District Industry and Education Council.
2. General Requirements:
 - The Apprenticeship Credit may be used to meet the Practical and Applied Arts/Arts Education requirement, or as electives to meet the 24 credit requirement. When used as an elective, the course designation (A20, B20, A30, B30) shall be determined by the student's matriculation needs.
 - Past completion of work shall not qualify for an Apprenticeship Credit.
3. Application and Monitoring:
 - Students shall submit an Apprenticeship credit proposal by completing the application package provided by the school.
 - The Apprenticeship credit proposal shall be approved prior to the student beginning the project. The Apprenticeship credit proposal will be approved by the supervising teacher, the principal and the employer, and shall be carried out under the supervision of the teacher.
 - The role of the supervising teacher is to provide continuous monitoring of the approved proposal with regard to the learning outcomes and the safety of the student.
 - If the supervising teacher deems the workplace as unsafe, this will result in the withdrawal of the approved credit proposal and parents will be informed of the reasons for the withdrawal.

- If the student is not doing trade legitimate work as outlined in the proposal, the supervising teacher and the student will discuss options for the student to address the issue with their employer. If the situation continues, this will result in the withdrawal of the approved credit proposal and parents will be notified.
- When a student works off campus, the Work Study Guidelines for coordinating and monitoring shall apply as appropriate (see [Practical and Applied Arts Handbook](#)).
- A copy of the documentation related to each Apprenticeship Project will remain on file at the school for a minimum of 2 years.
- The Coordinator of Schools and Learning responsible for Career Development shall monitor annually the number and type of Apprenticeship Projects Credits applied for and awarded in each academic year.