

## High School to Apprenticeship Credits

Several skill based programs have been designated to facilitate the transition from high school completion to apprenticeship training in the designated trades. Because local conditions may be unique, programming can be customized. However, the following initiatives require prior approval from the Saskatchewan Apprenticeship and Trade Certification Commission.

Program	Description	Trade Time Recognition	Apprenticeship Registration Requirements
Apprenticeship Work Experience	High school work experience as part of a Practical and Applied Arts (PAA) course can reduce the amount of time apprentices must work to complete their apprenticeship programs.	Hour-for-hour recognition for the time spent on the job during their work experience.	Form 6A – “Verification of Trade Experience.”  Letter from school stating that the hours of workplace experience are not part of another course for which apprenticeship recognition has already been given.
Practical and Applied Arts (PAA) Courses	Students in these courses are introduced to the basics of the trade. With Trade Board approval, these courses provide for credit toward apprenticeship.	Students who successfully complete a PAA trade-related credit, including Career and Work Exploration, may receive towards apprenticeship.	High School Transcript
Locally Developed Courses of Study	Locally developed courses of study in the trades are developed by school divisions and approved by the Saskatchewan Ministry of Education.	The apprenticeship program provides academic advanced standing toward apprenticeship training to students who have successfully completed locally developed courses of study in the trades.	High School Transcript
Saskatchewan Youth Apprenticeship	A high school program that raises awareness of apprenticeship by helping youth discover the rewards that come with working in the skilled trades.	100 Hours Trade Time Credit per Level Completed (300 Maximum)	Check off “SYA Completion” on Apprenticeship Contract

## I. Apprenticeship Work Experience

Many Saskatchewan high schools participate in PAA courses that include Work Study. If students are doing the work of the trade, their work experience should be fully documented in a letter signed by the employer. (The Form 6A can be found for each trade under “Designated Trades” on [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca).) This prior learning and work experience reduces the amount of time apprentices must work to complete their apprenticeship.

**To receive advanced standing towards apprenticeship, the following criteria must be met:**

- the student’s work experience must take place in a designated trade, and must be eligible for apprenticeship advanced standing under the trade time guidelines for that trade;
- the student must actually be doing the work of the trade, not merely observing the work environment (Form 6A);
- there must be no legal objection to the student doing the work. Certain trades place limitations on who can work, and the conditions under which they must work. For example, there may be work limitations for employers and employees that are covered under the *Occupational Health and Safety Act*;
- work experience must fully be documented on a letter (Form 6A) signed by the employer; and
- Work Study hours in a trade-related PAA course cannot be counted above the 100 hours of the course credit.
- Apprenticeship 20 and Apprenticeship 30 are courses initiated by the Ministry of Education which grant high school credit for valid trade experience. 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.

### Process Chart for School Officials

The high school program matches students with employers that have qualified skilled trades workers.



The school must request that the employer complete a Form 6A – “Verification of Trade Experience.” The school gives one copy to the student and keeps one copy on file. The school also needs to provide the student with a letter stating that the hours of workplace experience are not part of another course for which apprenticeship recognition has already been given. Upon registering as an apprentice, the student must submit a copy of this letter, along with a copy of the Form 6A, to the Saskatchewan Apprenticeship and Trade Certification Commission.

## II. Apprenticeship Recognition of Practical and Applied Arts Courses

### A. Training Recognized for Credit within Apprenticeship:

***Autobody, Construction and Carpentry, Commercial Cooking, Cosmetology\*, Electrical and Electronics, Horticulture, Mechanical and Automotive, Machining, Welding***

Within the Core Curriculum of the Ministry of Education, the Practical and Applied Arts (PAA) courses provide learning opportunities for students to make the transition from school to work.

Students who successfully complete a PAA trade-related credit may apply for credit towards apprenticeship. This credit will provide advanced standing for verifiable hours when the student indentures as an apprentice. In other words, the time required to complete a high school credit will be considered to be time worked in the trade as an apprentice. The Hairstylist trade has a special arrangement for Cosmetology students. Please contact SATCC for more information.

#### **To receive advanced standing towards apprenticeship, students must:**

- present a copy of their high school transcripts and/or appropriate documentation when they apply to become an apprentice. Details on this transcript will allow hour credits for each of the years spent in these courses.

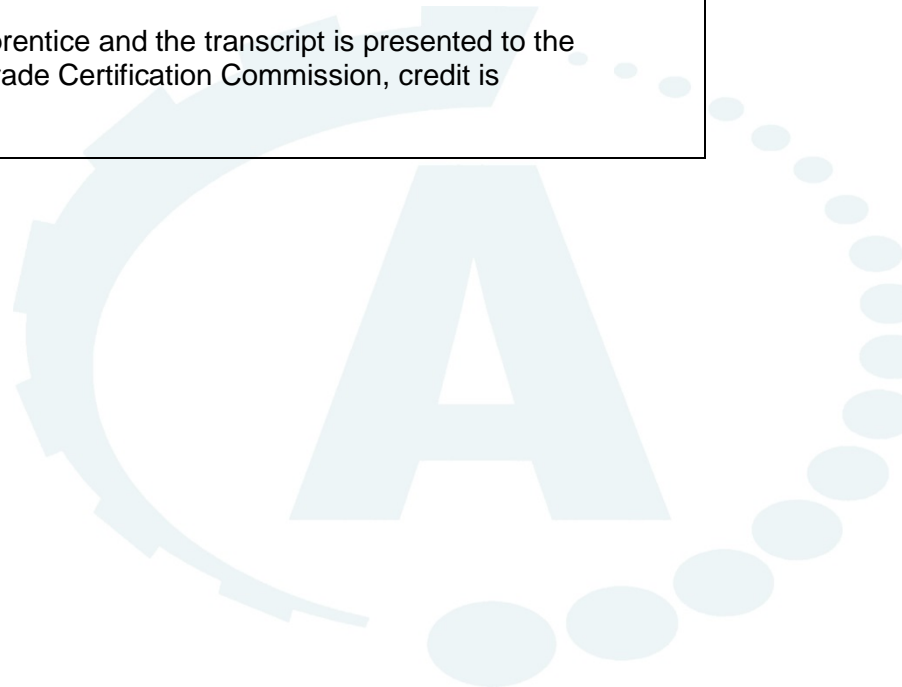
\* The Hairstylist trade has a special arrangement. Please contact SATCC for more information.

### **Process Chart for School Officials**

The Saskatchewan Apprenticeship and Trade Certification Commission recognize training received in the designated trade courses of the Practical and Applied Arts Program. Credit towards apprenticeship provides advanced standing for verifiable hours when the student indentures as an apprentice.

Final marks for the Practical and Applied Arts courses are recorded on the student's transcript.

When the student registers as an apprentice and the transcript is presented to the Saskatchewan Apprenticeship and Trade Certification Commission, credit is automatically awarded.



## **B. Additional Practical and Applied Arts Courses in the Designated Trades:**

### ***Food Studies, and Tourism, Hospitality and Entrepreneurship\****

The Practical and Applied Arts courses also provide learning opportunities in new and emerging trades. Advanced standing towards apprenticeship training is also acknowledged by the Saskatchewan Apprenticeship and Trade Certification Commission.

While equipment and time limitations may restrict the depth of training that high schools can offer, students are introduced to the basics of a trade. Students also gain an understanding of the importance of safety in the workplace and learn skills that facilitate entry level employment.

In recognition of the value of such high school programs, many of Saskatchewan's Trade Boards have agreed to grant **advanced standing for the time spent in training**. If the student begins work in the trade and registers as an apprentice, this advanced standing reduces the total amount of time required to complete the apprenticeship program.

#### **To receive advanced standing towards apprenticeship, students must:**

- provide a copy of their high school transcript when they apply to become an apprentice.

The Saskatchewan Apprenticeship and Trade Certification Commission recognize training received in the designated trades within Practical and Applied Arts Program.

Final marks for the Practical and Applied Arts courses are recorded in the student's transcript.

When the student registers as an apprentice and the transcript is presented to the Saskatchewan Apprenticeship and Trade Certification Commission, credit is usually awarded.



### III. Apprenticeship Recognition for Locally Developed Courses of Study

*This section refers to locally developed courses in the trades that are developed by school divisions and approved by the Saskatchewan Ministry of Education.*

A school division may want to develop its own course of study in a newly designated trade or to meet local interests. The course will not be available through core curriculum of the Practical and Applied Arts Program.

**Locally developed courses of study require prior approval** from the Curriculum Unit, Student Achievement and Supports (SAS) Branch, Ministry of Education. In a designated trade, special conditions must be met before any locally developed courses of study receive approval. When a course is authorized in a designated trade, advance standing towards apprenticeship may be available through the Saskatchewan Apprenticeship and Trade Certification Commission.

**To receive advanced standing towards apprenticeship, the following criteria must be met:**

- the course must be approved by the Student Achievement and Supports Branch of the Ministry of Education before the course begins;
- the course, the instructor and the facility may need to be inspected by the Commission before approval is given;
- the course must refer to the Apprenticeship Work Placement program if a work placement component is included; and
- if a work placement component is included, the course must refer to the work study guidelines found within the Practical and Applied Arts Handbook.

#### Process Chart for School Officials

Approvals must be obtained when a school division wants to develop its own locally developed course in a designated trade. The Director of Education or designate should go online to [Locally Developed Courses](#) and follow the steps detailed in the Process Outline section. Once all steps have been successfully completed, final approval for the course will be granted by the Curriculum Unit, Student Achievement and Supports Branch, Saskatchewan Ministry of Education.



**For credit in a trade course:** After approval is received from the Curriculum Unit, Student Achievement and Supports Branch of the Ministry of Education, the school division sends a copy of the curriculum and the names of the instructors and high schools offering the course to the Saskatchewan Apprenticeship and Trade Certification Commission to request course approval. The facility may need to be inspected by the Commission before approval is given.

## IV. Saskatchewan Youth Apprenticeship Program

The goals of the Saskatchewan Youth Apprenticeship (SYA) Program are to:

- promote skilled trades careers as “first-choice” careers;
- increase student awareness of apprenticeship opportunities and career choices;
- help students, and those who influence their career choice, to understand the requirements for success in skilled trades careers;
- keep students in school to acquire the basic and essential skills necessary for success in skilled trades careers;
- provide students with a career pathway to trades and technology careers after high school; and
- give students credit and advanced standing if they pursue an apprenticeship trade after high school.

### Entry requirements

To enter the SYA Program, Saskatchewan secondary students must be at least 15 years of age, and meet one of the following criteria:

- employed in part-time or seasonal work;
- registered in a trade-related practical and applied arts (PAA) course;
- registered in a trade-related locally-developed course;
- registered in career and work exploration 10, 20, 30, or
- registered in a PAA survey course with at least one-third trade related content.

### Youth Apprenticeship Contract and Passport

Once the school has registered into the program, the youth apprentice and their school sign a contract, which is registered with the SATCC in Regina. The contract outlines responsibilities of the youth apprentice, and the assistance the school must provide to the student.

Students completing a level of the SYA Program receive a seal for their passport – a chart in which to record their progress in the program. Students who have completed all three levels of SYA will receive a certificate issued by the SATCC. As a result of these records, the passports can become a beneficial part of the student’s career portfolio.

### SYA Benefits

The SYA Program benefits students by providing:

- a head start on career planning;
- a record of achievement for resumes and career portfolios;
- credits - youth registering as an apprentice in a designated trade with SATCC within five years of completing SYA receive:
  - waiver of registration fee (currently \$150);
  - the first level technical training tuition, providing all three SYA levels are completed; and
  - 100 hours of trade time credit per SYA level completed.

## Saskatchewan Youth Apprenticeship Contacts

For information about **Saskatchewan Youth Apprenticeship**, or programs linking high school completion to apprenticeship, contact:

**SYA Administrative Coordinator**

Saskatchewan Apprenticeship and Trade Certification Commission  
2140 Hamilton St.  
REGINA SK S4P 2E3

**Phone: (306) 787-2368**

**Fax: (306) 798-5050**

Email: [youthapprenticeship@gov.sk.ca](mailto:youthapprenticeship@gov.sk.ca)  
[www.saskapprenticeship.ca/youth\\_apprentices](http://www.saskapprenticeship.ca/youth_apprentices)

To invite a Saskatchewan Youth Apprenticeship consultant to your school, contact the Youth Apprenticeship Administrator or the district office nearest you well in advance to ensure availability.

**SYA Administrative Coordinator: (306) 787-2368**

**SYA Consultant District Office:**

Moose Jaw

**(306) 694-3929**

Most employers prefer to hire employees who have technological skills and comprehensive knowledge of mathematics, science and communication.

**Stay In School ... Complete Grade 12**

