

## Procedures 6.22

### Appendix A: Apprenticeship Credit Proposal

(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.

|                                                                                                                                                                        |  |  |      |  |  |             |  |  |  |  |  |  |  |  |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|------|--|--|-------------|--|--|--|--|--|--|--|--|--|--|--|
| <b>Section 1: Credit Level</b>                                                                                                                                         |  |  |      |  |  |             |  |  |  |  |  |  |  |  |  |  |  |
| 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:                                                                                                           |  |  |      |  |  |             |  |  |  |  |  |  |  |  |  |  |  |
| <b>Section 2: Student Information</b>                                                                                                                                  |  |  |      |  |  |             |  |  |  |  |  |  |  |  |  |  |  |
| Last Name:                                                                                                                                                             |  |  |      |  |  | First Name: |  |  |  |  |  |  |  |  |  |  |  |
| Grade:                                                                                                                                                                 |  |  | Age: |  |  | Phone:      |  |  |  |  |  |  |  |  |  |  |  |
| School:                                                                                                                                                                |  |  |      |  |  |             |  |  |  |  |  |  |  |  |  |  |  |

|                                        |  |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |  |  |
|----------------------------------------|--|--|--|--|--|--|--|--|---------------------|--|--|--|--|--|--|--|--|--|
| <b>Section 3: Employer Information</b> |  |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |  |  |
| Employer:                              |  |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |  |  |
| Address:                               |  |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |  |  |
| Contact Person:                        |  |  |  |  |  |  |  |  | Position:           |  |  |  |  |  |  |  |  |  |
| Email:                                 |  |  |  |  |  |  |  |  | Phone:              |  |  |  |  |  |  |  |  |  |
| Mentoring/Supervising Journeyperson:   |  |  |  |  |  |  |  |  | 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 |  |
|                                         |                                                                                                                                                                                                                                                                                                                  |  |       |  |      |  |  |                              |  |       |  |      |  |
| Trade-related Skills:                   | <p><i>Referencing the Saskatchewan Apprenticeship and Trade Certification Form 6A (found at <a href="http://saskapprenticeship.ca/list-of-form-6as/">http://saskapprenticeship.ca/list-of-form-6as/</a>) for the trade listed in Section 1, list the trade-related work to be undertaken by the student.</i></p> |  |       |  |      |  |  |                              |  |       |  |      |  |

Sections 5: To be completed by the student.

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

**Sections 6: To be completed by the student, employer and supervising teacher.**

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

**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.

|                                     |           |                                                                                                   |     |     |      |  |  |  |
|-------------------------------------|-----------|---------------------------------------------------------------------------------------------------|-----|-----|------|--|--|--|
| Mentoring/Supervising Journeyperson | Signature | <table><tr><td>Day</td><td>Mon</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table> | Day | Mon | Year |  |  |  |
| Day                                 | Mon       | Year                                                                                              |     |     |      |  |  |  |
|                                     |           |                                                                                                   |     |     |      |  |  |  |
| Student                             | Signature | <table><tr><td>Day</td><td>Mon</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table> | Day | Mon | Year |  |  |  |
| Day                                 | Mon       | Year                                                                                              |     |     |      |  |  |  |
|                                     |           |                                                                                                   |     |     |      |  |  |  |
| Parent/Guardian                     | Signature | <table><tr><td>Day</td><td>Mon</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table> | Day | Mon | Year |  |  |  |
| Day                                 | Mon       | Year                                                                                              |     |     |      |  |  |  |
|                                     |           |                                                                                                   |     |     |      |  |  |  |
| Supervising Teacher                 | Signature | <table><tr><td>Day</td><td>Mon</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table> | Day | Mon | Year |  |  |  |
| Day                                 | Mon       | Year                                                                                              |     |     |      |  |  |  |
|                                     |           |                                                                                                   |     |     |      |  |  |  |
| Principal                           | Signature | <table><tr><td>Day</td><td>Mon</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table> | Day | Mon | Year |  |  |  |
| Day                                 | Mon       | Year                                                                                              |     |     |      |  |  |  |
|                                     |           |                                                                                                   |     |     |      |  |  |  |

**Section 8: To be completed by principal and supervising teacher.**

**Section 8: Credit Attained – Standing Granted (SG)**

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

|                     |                               |                                                                                                   |     |     |      |  |  |  |
|---------------------|-------------------------------|---------------------------------------------------------------------------------------------------|-----|-----|------|--|--|--|
| Principal Signature | Supervising Teacher Signature | <table><tr><td>Day</td><td>Mon</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table> | Day | Mon | Year |  |  |  |
| Day                 | Mon                           | Year                                                                                              |     |     |      |  |  |  |
|                     |                               |                                                                                                   |     |     |      |  |  |  |