

**PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6**

<b>POLICY ITEM: Apprenticeship Credits</b>	<b>CODE: HMBA</b>
<b>LEGAL STATUS: Board Motion #254.09</b>	<b>DATE APPROVED: 23 Nov 09</b>

**Background:** It is recognized that opportunities for learning exist outside of school offerings in areas not related to a specific school subject. The Apprenticeship Credits gives opportunities for students who are employed under the supervision of a journey person to earn secondary credits.

**POLICY:** **The Prince Albert Roman Catholic Separate School Division will recognize up to four apprenticeship credits which may be used to fulfill the requirements for graduation.**

- Guidelines:**
1. Only students who are registered at St. Mary High School or Rivier Academy and employed in a trade are eligible for Apprenticeship Credits.
  2. The application for Apprenticeship credits must be in place and approved prior to the student beginning the work for which s/he will receive credit.
  3. The Apprenticeship credits may be used to meet the Practical and Applied Arts/Arts Education credit or as electives to meet the 24 credit requirement at the Secondary Level.
  4. When a student works off campus, the Work Study Guidelines for coordinating and monitoring shall apply as appropriate (see Practical and Applied Arts Handbook).
  5. Each Apprenticeship credit shall be carried out under the supervision of a teacher.
  6. The accumulation of hours may only occur from September to June and/or when the supervising teacher is available during the summer months.
  7. A minimum of 100 hours must be accumulated to earn a credit.
  8. The student must clearly be involved in doing the job of the trade.

- Procedures:**
1. The student is required to submit a clearly planned proposal to the principal prior to beginning work. See Appendix A.
  2. The hours must be accumulated from July 1<sup>st</sup> to June 30<sup>th</sup> to receive a credit within the academic year.
  3. The student 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.
  4. The registration and mark shall be submitted to the Ministry of Education in the same manner as the other courses of study.
  5. The school division shall retain a copy of each Apprenticeship credit application on file for a minimum of two years.



# Prince Albert Catholic Schools

"A Caring Faith Community Sharing in the Teaching Mission of Jesus"

## PROPOSAL FOR APPRENTICESHIP CREDIT

**Section A – to be completed by the student**

**Student Information**

Name \_\_\_\_\_  
School \_\_\_\_\_  
Current Grade \_\_\_\_\_

**Employer Information**

Business Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact person \_\_\_\_\_  
\_\_\_\_\_

Supervising Journeyman \_\_\_\_\_

Supervising Teacher \_\_\_\_\_

**Description of trade related work**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of expected skill development/learnings**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section B – To be completed jointly by the student, supervising teacher, and the employer**

**Method of tracking/verification of hours worked**

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**Evaluation Procedures**

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**Expected Completion Date** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature** **Date**

\_\_\_\_\_  
**Journeyperson Signature** **Date**

\_\_\_\_\_  
**Supervising Teacher Signature** **Date**

**Section C - To be completed by the principal**

**Credit Level Expected (circle one)**    10    11    12

\_\_\_\_\_  
**Principal Signature** **Date**