

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 220 – Apprenticeship Credits	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> , sections 85, 87, 175 Government of Saskatchewan Apprenticeship Policy, 2019 Practical and Applied Arts Handbook	
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Background

Learning the skills of a trade through an apprenticeship is a valuable learning experience that can contribute to the life long learning and development of students to help them become engaged and contributing citizens.

Approximately 20% of Saskatchewan students leave school prior to completion of Grade 12. Some of those leave to seek employment, and some leave because they feel disenfranchised by an education system that is not currently meeting their needs.

The opportunity to begin to gain employment experience in a trade and earn money, while at the same time, completing their Grade 11 and 12 education may be enough of an incentive for students to remain in school.

To meet the credit requirements for graduation, students employed 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 meet the current standard of hours for a credit (100) 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.

Procedures

1. All applications must meet the requirements of the Government of Saskatchewan Apprenticeship Policy (2019).
2. The application for Apprenticeship credits must be in place and approved prior to the student beginning the work for which she/he will receive credit.
3. Each Apprenticeship credit shall be carried out under the supervision of the Career Counselor(s).

4. The apprenticeship need not be related to a specific school subject.
5. Apprenticeship credits may be used to meet the Practical and Applied Arts/Arts Education or as electives to meet the 24 credit requirement at the Secondary Level.
6. When a student works off campus, the Work Study Guidelines for coordinating and monitoring shall apply as appropriate (see Practical and Applied Arts handbook).
7. Students apply directly to Career Counselor to enter into an Apprenticeship Course.
8. Complete a student apprenticeship proposal using the [Apprenticeship Credit Proposal Template](#) with support from supervising teacher and mentoring journey person.
9. The Career Counselor will give an evaluation outline of the course to the student and employer prior to the student beginning study, and this will include the submission of a portfolio.
10. Final grades will be reported and submitted to the Ministry of Education at the end of the semester in which the course is completed.
11. All documentation will be retained for a minimum of 5 years.