

Board Development Topic: Understanding Apprenticeship Credits

Date of Board Meeting:

April 16, 2019

Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

Quality Indicator(s):

- QI 6.2 – The Director keeps the Board informed about Division operations.
- QI 6.3 – The Director provides the Board with balance, sufficient, concise information and clear recommendations for actions items in agendas.
- QI 6.6 – The Director ensures high quality management services are provided to the Board.

Information for the Board (10 fast facts):

1. Students may achieve Apprenticeship credits in grades 10 through 12 for the following: Apprenticeship 20A, Apprenticeship 20B, Apprenticeship 30A and Apprenticeship 30B.
2. Students are required to submit a clearly planned proposal to the principal for approval prior to the student beginning the apprenticeship credit hours.
3. Apprenticeship Credits may be used to fulfill the Practical and Applied Arts/Arts Education credit requirement or as electives to meet the credit requirements in the Regular and Adult 12 programs.
4. Students are granted one credit for a minimum of 100 hours of trade experience hours (To earn Apprenticeship Credit recognition, the student must actually be doing the work of the trade, not merely observing the work environment. A Certified Journey Person is required to work directly with the student to provide coaching, instruction, training, or other supports as outlined in the proposal. Documentation is submitted to the Saskatchewan Trade Certification Commission for recognition of the hours.)
5. The Journey Person is required to provide a safe work environment with Worker's Compensation coverage.
6. Good Spirit was required to develop a policy for the administration of Apprenticeship Credits and submit the policy to the Office of the Registrar at the Ministry of Education.
7. Currently Valerie Gendreau (Distributed Learning Teacher) oversees Apprenticeship Credits across the division.

8. Fourteen Apprenticeship credits, were completed in Semester I of the current school year with an additional six for Semester 2. Students currently enrolled in Apprenticeship Credits through Valerie attend Preeceville School, Kamsack Comprehensive Institute, Esterhazy High School and Langenburg Central School.
9. A defined process for assessing Apprenticeship Credits was developed at the start of the 2018-19 school year. The assessment guidelines are listed below:

Step 1, 2, 3 and 4 Pre-Planning and Application (10 marks)

This includes initial meetings, phone calls, oral questions, about the company that the student will work for and the supervising journey person. This section also includes an opportunity for the student to go through a presentation with Valerie with respect to "what is apprenticeship and how it works". Students also have to complete a few questions after they participate in the presentation. Students are required to know what they could do with (or how do they might approach) an apprenticeship trade after high school; not just earn an apprenticeship credit.

Step 5 Application Process (5 marks)

Completion of the application process. Student answers to the questions identified in the application and student/supervising teacher evaluation structure.

Step 6 Completion of Apprenticeship Hours - Assessment (80 marks)

A Daily Log is required and maintained throughout the Apprenticeship (20 marks)

A rubric based on employability/essential skills and trade-related skills is used to assess the students. Regarding trade-related skills -- the journey person who is signing off for the hours on the Ministry Form 6A as required would use these areas to assess. The rubric is used and feedback/rating is provided by the journey person through discussions with the supervising teacher. (60 marks)

Step 7 Exit Interview (5 marks)

The final step requires that self-reflection questions provided in the original application are answered by the student using a Moodle platform. These form the basis of an exit interview with the supervising teacher (face to face or zoom).

10. Apprenticeship Credits can be earned over the summer, however, the personalized learning proposal must be completed and approved prior to the student beginning the work towards the credit.

Respectfully submitted,

Quintin M. Robertson, Director/CEO
Good Spirit School Division