

## Appendix A: Roles and Responsibilities

### Student:

- Become familiar with career pathways and opportunities for skill development in the trades offered by apprenticeship.
- Secure employment with a company that employs certified journeypersons and find a journeyperson willing to accept him/her as an apprentice ensuring the employer and mentoring journeyperson understand their role and responsibilities in the apprenticeship relationship.
- Identify to appropriate school personnel interest in pursuing an Apprenticeship Credit as per school/division administrative procedure or policy.
- Complete a student apprenticeship proposal using the [Apprenticeship Credit Proposal Template](#) with support from supervising teacher and mentoring journeyperson.
- Upon approval of the proposal, complete the work required.
- Communicate with supervising teacher as outlined in proposal.
- Provide evidence of learning and a minimum of 100 hours of work in the trade related skills as outlined in proposal.

### Parents/Guardians:

- Review the Apprenticeship Credit proposal with the student to gain understanding of the apprenticeship plan including timelines, goals, trade-related work and assessments.
- Sign the completed [Apprenticeship Credit Proposal Template](#).
- Check in with the student during the apprenticeship to determine how the student is progressing and help identify supports that may be required for success.

### Supervising Teacher:

- Review the Apprenticeship Credit as per school/division administrative procedure or policy.
- Jointly complete the [Apprenticeship Credit Proposal Template](#) with the student and mentoring journeyperson.
- Sign the completed [Apprenticeship Credit Proposal Template](#).
- Facilitate approval process prior to student beginning the work.

- Monitor the student’s progress by communicating with student and mentoring journey person (as established in proposal).
- Sign-off and submit final mark to principal for signoff and addition to student official mark record.

**Mentoring Journey person:**

- Ensure understanding of role and responsibilities in the apprenticeship relationship.
- Sign the [Apprenticeship Credit Proposal Template](#).
- Referring to the Form 6A for the relevant trade area, provide the student/employee with opportunities to demonstrate and practice the trade related skills on Form 6A.
- Work directly with the student to provide coaching, instruction, training, or other supports as outlined in the proposal.
- Provide a safe work environment with Worker’s Compensation coverage.
- Monitor student for safety, skill and knowledge development, and completion of hours.
- Provide developmental feedback to the student.
- Provide feedback to the supervising teacher around student progress, growth, etc. as outlined in the proposal.

**Principals:**

- Assign a supervising teacher to the Apprenticeship Credit.
- Ensure school/division administrative procedures and policy are followed.
- Review and sign the completed [Apprenticeship Credit Proposal Template](#) prior to student beginning the work.
- Sign-off on final mark and submit to ministry in the usual manner (Apprenticeship Credits get tied to the principal or supervising teacher’s certificate).
- Keep the documentation and proposal on file for five years.

**Superintendent or designate:**

- Ensure school/division administrative procedures and policy are followed.
- Review and approve project proposal prior to student beginning the work.
- Sign the [Apprenticeship Credit Proposal Template](#).

## **School/Division**

- Develop a policy for the administration of Apprenticeship Credits that is consistent with the procedures outlined by the Ministry of Education.
- Submit the policy as per the Ministry of Education’s Apprenticeship Credit policy.
- Establish procedures for communicating to parents/guardians and students the availability, administrative procedures or policies, and requirements for Apprenticeship credits.
- Retain a copy of each Apprenticeship Credit proposal and supporting documentation on file for a minimum of five years.

# Apprenticeship Policy

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