

Apprenticeship Credit Employer/Sask DLC Supervisor Assessment

	Saskatchewan Distance Learning Centre (Sask DLC) Main Office: Box 370, Kenaston, SK S0G 2N0 Phone: 306-252-1000 www.saskDLC.ca	Reference	Apprenticeship Credit Administrative Procedure
		Department	Student Programs
		Approved by	Leadership Council
		Adopted	February 5, 2024
		Level	Local Campus
		Submit to	Sask DLC Supervisor
		When	As Required

Student Name		Credit	
Campus Name		Date	
Trade		Work Location	

Scale:

- 5 – Student demonstrates **advanced** understanding of outcome/skill. (90-100%)
 4 – Student demonstrates **comprehensive** understanding of outcome/skill. (80-89%)
 3 – Student demonstrates **basic** understanding of outcome/skill. (70-79%)
 2 – Student demonstrates **incomplete** understanding of outcome/skill. (50-69%)
 1 – Student is **not able** to demonstrate the outcome/skill. (<50%)

Employability Skills	Employer/ Supervisor Rating 1 - 5	Sask DLC Supervisor Rating 1 - 5
Are broad range of skills needed in all workplaces. Both the Sask DLC Supervisor and work supervisor will evaluate the student's employability skills.		
Safety: Student demonstrates safe workplace practices. <ul style="list-style-type: none"> Identifies potential health and safety hazards Assures personal safety Uses correct safety equipment and procedures Maintains safe workplace environment 	--	--
Personal Management: Student demonstrates personal management skills. <ul style="list-style-type: none"> Dresses appropriately Accepts responsibility Makes informed decisions Is punctual and works when scheduled 	--	--
Working with Others: Student is capable of working with others. <ul style="list-style-type: none"> Communicates effectively Works as a member of one or more teams Demonstrates tolerance and understanding Acts appropriately on the work site 	--	--
Thinking: Student engages in thinking skills. <ul style="list-style-type: none"> Solves problems and makes decisions Organizes time and work Asks questions if unsure of task Demonstrates initiative and able to work on own 	--	--
Change: Student manages change. <ul style="list-style-type: none"> Takes responsibility for own learning Accepts praise and criticism Demonstrates flexibility Understands related career pathway 	--	--
Employability Skills Comments:		

Workplace Skills Are those skills specific to the trade and the work situation and should reflect level 1 trades training skill development. Work supervisor will evaluate the student's workplace skills.	Employer/ Supervisor Rating 1 - 5	Hours accumulated for trade specific skills
Knowledge: Student is knowledgeable of task at hand. <ul style="list-style-type: none"> • Has knowledge appropriate to task • Identifies materials appropriate for task • Selects correct tools, equipment, and/or processes for task 	--	
Attitudes: Student demonstrates a positive workplace attitude. <ul style="list-style-type: none"> • Appreciates opportunity to learn • Shows responsibility for safety • Demonstrates respect for workplace • Demonstrates a positive work ethic 	--	
Other Workplace Competencies: <ul style="list-style-type: none"> • Uses correct techniques for task • Demonstrates appropriate work site behaviours • Provides appropriate services • Productivity meets company standards 	--	
Trades Specific Skills: (see Apprenticeship Credit Proposal form for details – please list)	--	--
•		
•		
•		
•		
•		
•		
•		
•		
•		
•		
Workplace Skills Comments: 		

Evaluation (Campus Administrator is to ensure final mark is uploaded to the Ministry of Education's Student Data System)

Employability Skills Average Rating Score _____

Workplace Skills Average Rating Score _____

Final Mark _____ %

Sask DLC Supervisor's Signature

Date (mm/dd/yyyy)

Mentoring/Supervising Journey person's Signature

Date (mm/dd/yyyy)

Student's Signature

Date (mm/dd/yyyy)

Campus Administrator's Signature

Date (mm/dd/yyyy)