


		<b>Form</b>	
		<b>Apprenticeship Credit Proposal</b>	
	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

**Note:** This proposal must be completed and approved prior to the student beginning the apprenticeship credit hours.

**STUDENT INFORMATION** (To be completed by the student)

Last Name		First Name		Middle Name	
Birth Date (mm/dd/yyyy)			Student Number		
Address				Postal Code	
Home Phone		Cell Phone		Grade	
Campus Name					
Email Address					
Trade of Interest					

This proposal supports Apprenticeship (check all that apply).  
 Each credit is equivalent to 100 hours of trade specific work.

- |   |   |
|---|---|
| <input type="checkbox"/> Apprenticeship A20 | <input type="checkbox"/> Apprenticeship A30 |
| <input type="checkbox"/> Apprenticeship B20 | <input type="checkbox"/> Apprenticeship B30 |

With trade-related work in the following Saskatchewan trade (insert name of trade below)

--

**PARENT/GUARDIAN INFORMATION** (To be completed by the student)

Parent/Guardian Name		Work Phone	
Address (if different)		Postal Code	
Parent/Guardian Email			

**EMPLOYMENT INFORMATION** (To be completed by the student)

Company Name		Phone	
Company Address		Postal Code	
Mentoring/Supervisor vising Journey person's Name		Employer Name	

		(If different from supervisor)	
<b>Journeyperson/Supervisor Certificate Number</b>		<b>Email Address</b>	

**TRADE-RELATED WORK** (To be completed by the student, employer and Sask DLC Supervisor.)

Number of Hours Anticipated (minimum 100):	Anticipated Start Date						Anticipated Completion Date						
	Day		Month		Year		Day		Month		Year		

**Describe or attach your planned work schedule**

---

**Trade Related Skills/Learning Training Proposal** (to be completed by the student)

Referencing the Saskatchewan Apprenticeship and Trade Certification Form 6A (found at <http://saskapprenticeship.ca/list-of-form-6as/>) for the trade listed in Section 1. List the trade-related work to be undertaken by the student.

Consider:

- What trade-related skills do I already possess?
- What previous experience have I had in the trade?
- How will I build upon previous experience to further develop these skills?
- What new trade-related skills do I hope to develop?
- What types of work will I experience to further develop these skills?
- How does this apprenticeship opportunity support my career goals?

---

## **MONITORING, COMMUNICATION, EVIDENCE OF LEARNING AND ASSESSMENT**

(to be completed by the student, employer and Sask DLC Supervisor)

### **Monitoring:**

What is the plan for monitoring the student in the workplace?

### **Communication:**

What is the communication plan for reporting to ensure student, employer, parent/guardian and Sask DLC Supervisor are informed?

### **Evidence of Learning**

How will the student, Sask DLC Supervisor or mentoring/supervising journeyperson document student learning and achievement throughout the apprenticeship experience?

Consider:

- Employability skills
- Essential skills
- Evidence of skill development and work tasks that are trade-specific (e.g., a daily log)
- Self-reflection of trade-related learning and skill development (e.g., journal entries)
- Self-reflection on the impact of the apprenticeship experience on career goals (e.g., journal entries)

### **Assessment**

Detail how and by whom assessment will be completed.

Establish deadlines.

**APPROVAL OF PROPOSAL**

To be completed by mentoring/supervising journeyperson, student, parent/guardian, Sask DLC Supervisor and principal.

Signing below indicates you are in agreement with the terms of this proposal.

_____ <b>Mentoring/Supervising Journeyperson's Signature</b>	_____ <b>Date (mm/dd/yyyy)</b>
_____ <b>Student's Signature</b>	_____ <b>Date (mm/dd/yyyy)</b>
_____ <b>Parent/Guardian's Signature</b>	_____ <b>Date (mm/dd/yyyy)</b>
_____ <b>Sask DLC Supervisor Signature</b>	_____ <b>Date (mm/dd/yyyy)</b>
_____ <b>Campus Admin Signature</b>	_____ <b>Date (mm/dd/yyyy)</b>
_____ <b>CEO of Sask DLC or Designate Signature</b>	_____ <b>Date (mm/dd/yyyy)</b>

**CREDIT ATTAINED**

(To be completed by Campus Admin) in the usual manner (Apprenticeship Credits get tied to the Campus Admin)

Form 8.1- Secondary Level Non-Academic Courses – New Mark Addition is available to download at: <https://publications.saskatchewan.ca/#/products/101905>

**Credit granted for *Apprenticeship***

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Apprenticeship A20</b> | <input type="checkbox"/> <b>Apprenticeship A30</b> |
| <input type="checkbox"/> <b>Apprenticeship B20</b> | <input type="checkbox"/> <b>Apprenticeship B30</b> |

_____ <b>Sask DLC Supervisor's Signature</b>	_____ <b>Date</b>
_____ <b>Campus Administrator's Signature</b>	_____ <b>Date</b>