

**Saskatchewan  
Youth Apprenticeship**

**School Administrator's  
Package**



Dear Principal:

Welcome to the exciting new program, Saskatchewan Youth Apprenticeship (SYA). This program encourages Saskatchewan youth to become aware of the benefits of careers in the skilled trades, and the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) is pleased that your school is considering participation. Challenging and rewarding experiences await those who choose apprenticeship as the beginning of their career path.

Demand for skilled tradespeople is growing steadily. In fact, the January 2005 economic summit indicated Saskatchewan's economy is growing faster than the supply of skilled workers in the labour market. We are seeing tremendous growth in oil and gas, manufacturing, mining, information technology, and cultural industries sectors. These sectors need highly qualified, highly skilled workers and we are pleased the SYA will support this growth.

The SATCC's goal for SYA is to give high school age youth an incentive to participate in trades-related training and work experience in high school, and to create a more clearly defined career path from high school to apprenticeship. As a result, the SATCC created a special contract, and established technical training and work experience credit recognized by trade boards especially for high school students.

To qualify for the program, students must either find part-time or seasonal employment in any occupation, or take additional secondary classes aimed at trade related skills and experiences. Specific career goals or job placements are not required to participate.

Students benefit from the programs through various incentives and awards provided by the SATCC, as well as through personal thought and reflection regarding the vast array of career choices available in Saskatchewan. In the end, participating students will be better positioned to take full advantage of the opportunities in Saskatchewan's growing economy.

The program design allows flexibility in participation and delivery. The three level program requires approximately five to ten hours of student time per school year (not per semester). SYA can be done with entire classes or groups of interested students and teachers. One pilot school in 2006 ran their program as an extracurricular project. If no other option exists in the school, students can also complete the program individually. No special teacher training is required to implement the program.

The school's role, through the principal or designate, will be to promote the program by distributing posters and brochures, developing a school-wide plan for implementation, and supporting the record-keeping function with the contracts and passports. Please call Greg Lawrence from Saskatchewan Learning (306-787-6762) or Rennie Zabolotney from SATCC (306-694-3929) with program questions.

## School Implementation Strategies

- 1. Become familiar with the materials and outline of the SYA program**
  - a. Package of SYA material
    - i. Open and match up the contents with the inventory list provided.
    - ii. Separate the material to be shared with the teachers from the material that stays in the central administrative location.
  - b. Posters/Brochures
    - i. Display the posters in prominent locations throughout the school hallways and classrooms
    - ii. Divide brochures for distribution to staff and students
  
- 2. Assemble a team of interested teachers within the school**
  - a. Review the materials with the teacher team to gain an understanding of the program basics
  - b. Create a strategy to facilitate student participation in your school
  - c. Outline the introduction of SYA to the student body
    - i. e.g.) At an assembly or parent's night
    - ii. introduce SYA in individual classes
    - iii. one pilot school ran their program very successfully as an extracurricular activity
  - d. Decide how to share the major concepts with all teachers in the school  
Example: 3 Levels of achievement in the Passport with different challenges to perform at each level leading to benefits for students
  - e. Communicate the message of the program to the rest of the staff
    - i. Benefits for the students
      1. trade-related learning and experience
      2. career research and planning
      3. getting a head start on a career
      4. students have evidence of learning for portfolios, resumes and/or job interviews
    - ii. Benefits for the school
      1. students focused on tangible goals
      2. students encouraged to stay in school
      3. more responsibility for students rather than teachers
      4. being able to provide another career options for students
    - iii. Benefits for the community
      1. connections made between school and employers
      2. home-grown skilled workforce
      3. young people engaged in satisfying, well-paying careers

- f. Levels of the program
  - i. Review with the PAA teachers the Challenges at each stage
  - ii. Discuss the possible strategies for completing the challenges
  - iii. Review the teacher's role as facilitator more than instructor for the program

**3. Decide on the areas of responsibility for the individual teachers or programs.**

- a. What plan in your school will do the most good for the most students

**4. School Level Management**

- a. Package contents will include sample contracts, passports and seals of achievement.
- b. Principal or designate will distribute contracts to participants through teachers.
- c. Signed contracts will be returned to principal for registration with SATCC.
- d. SYA contract numbers will be the student's Sask Learning ID number. (9 digit number)
- e. Students with a valid contract will be issued a Passport. (Passport should not be kept by schools or teachers) Schools should have extra passports on hand to replace lost or misplaced passports.
- f. Passports with completed stages are returned to the Principal or designate for validation by the installation of a Seal of Achievement.
- g. Students completing all 3 stages will be eligible for a certificate of completion from SATCC
- h. Names of completing students must be forwarded to SATCC using the Certificate Requisition form providing a record of completed levels and to request certificates for students
- i. Requests made before June 10 will have the certificates within 10 days for presentation at year end awards ceremonies, graduations, etc.
- j. Arrange with administrative assistant to control inventory and reorder from SATCC when needed

## Key Elements of SYA

1. Entry requirements are met by students
2. Contracts are signed and sent to SATCC
3. Passports are issued to students
4. Program has 3 Levels – Introductory, Intermediate, and Senior
5. Four Challenges at each Level:
  - Introductory Level Challenges:
    - † Complete one PAA credit
    - † Research and write a designated trade report
    - † Create a display of the four steps to journey status
    - † Initiate an apprenticeship and trades discussion
  - Intermediate Level Challenges:
    - † Complete a second PAA credit
    - † Conduct an interview with a journey person
    - † Create a display of a career pathway
    - † Use a web-based resource to learn about skilled trades
  - Senior Level Challenges:
    - † Complete Module 88 Apprenticeship in Saskatchewan
    - † Construct a portfolio of apprenticeship information
    - † Participate in a work-related trade experience
    - † Attend a career fair
6. Benefits for students:
  - † Participation in a certified program to include in resumes and portfolios
  - † Focused information of career planning
  - † Up to 300 hours time credit toward apprenticeship
  - † Waiver of apprenticeship registration fee (currently \$150)
  - † Waiver of tuition fee for first level of technical training as an apprentice
7. Teachers:
  - † No specialized training is required
  - † Lesson plans include student materials, resources and assessment
  - † SYA can be easily incorporated into many existing PAA programs
  - † Not all Challenges need to be completed by one teacher.
  - † Flexibility of lesson plans

