



Campbell Collegiate

**SASKATCHEWAN
YOUTH
APPRENTICESHIP PROGRAM**

Campbell Collegiate
Student Booklet



WHY WOULD I REGISTER IN THIS PROGRAM?

Benefits to the student for successful completion of the program:

Upon verification by a school official that a student meets the entry level requirements of SYA, the student and the school will enter into a signed contract. Youth Apprenticeship Contracts set out the requirements for a student's progress towards completion of the Saskatchewan Youth Apprenticeship program. The contract is forwarded to and registered with SATCC, just as standard contracts of apprenticeship are registered.

- **Time Credit**

Time credit available to the student in the apprenticeship system. SATCC will grant a 300 hour time credit to Youth Apprentices who complete SYA. For example, if a Youth Apprentice finishes SYA and goes on to register as an apprentice carpenter, the Youth Apprentice would only need to accumulate 1200 hours of on-the-job training in the first year rather than 1500.

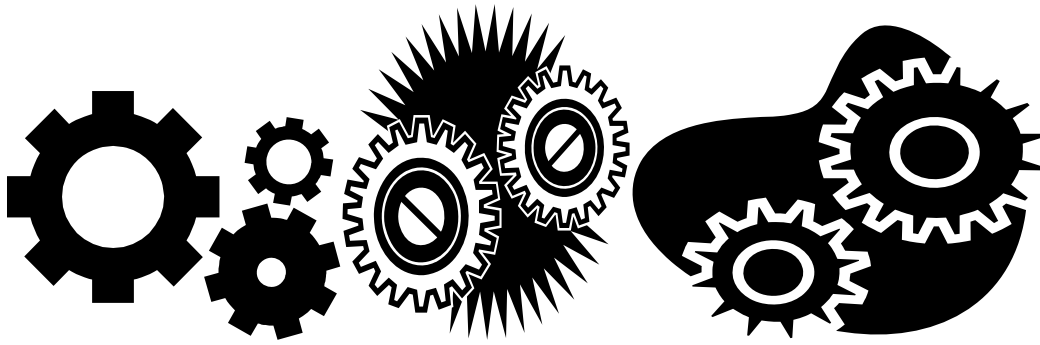
- **Financial Credit**

Currently a fee of \$150 is charged to register a standard Apprenticeship Contract, but for students holding an SYA completion certificate this fee will be waived as long as the Youth Apprentice registers a standard contract within a 3 year period. Secondly, tuition for Level 1 technical training will be waived for any high school student successfully completing the SYA program and subsequently registering as an apprentice within a 3 year period.

- **Career Planning Knowledge**

Beyond the direct benefits to students who continue on to Apprenticeship all students participating in the program receive benefit through a broadening of career planning knowledge and a growth in what they perceive as being viable career choices. SATCC creates and issues certificates of accomplishment to successful Youth Apprentices completing the SYA program which may be used in portfolios and for other job applications and interviews.

High school students who enroll in the program and subsequently drop out of high school will have their SYA contracts suspended or cancelled.



How the SYA Program Works!

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. Students may complete levels in any order and one level does not have to be complete before Challenges may be completed at another level.
6. 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 journeyperson
- ❖ 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

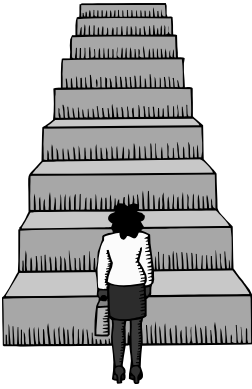
Saskatchewan Youth Apprenticeship Entry Requirements

You must meet the following three criteria:

- Registrants must be a secondary student in the Province of Saskatchewan.
- Registrants must be at least 15 years of age.
- Registrants must meet at least one of the following criteria:
 - a. Experience with part-time or seasonal employment.
 - b. Registered in a trade-related Practical and Applied Arts class.
 - c. Registered in a trade-related locally developed course.
 - d. Registered in Career and Work Exploration.
 - e. Registered in a PAA survey course having at least one-third trade-related components.

Once you qualify under the Entry Requirements you can obtain, complete and sign an SYA contract and begin working on the Introductory Level Challenges.

Contracts must be returned to the teacher responsible for the Saskatchewan Youth Apprenticeship (SYA) Program in your school. They will register you with the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC).



Introductory Level

Challenge One – PAA credit

- a) Youth Apprentices must complete one credit in the Practical and Applied Arts 10, 20 or 30. This credit does not have to be trade-related.
- b) When the credit has been granted by Saskatchewan Learning the course name and date should be filled in by the student who then requests the course instructor to sign and date the Passport to verify completion.

Challenge Two – Trade Report

- a) Students can use the pamphlet from SATCC titled, “*What is Apprenticeship*” to select a designated trade.
- b) The research can be done online through websites such as:
 - i. SATCC at <http://www.saskapprenticeship.ca/index.php>
 - ii. Saskatchewan Job Futures at <http://www.saskjobfutures.ca/>
 - iii. Canadian Apprenticeship Forum at <http://www.caf-fca.org/en/>
 - iv. First Nations Employment & Training at <http://www.fnet.ca/fnet.htm>
 - v. The Aboriginal Portal site has a section on Aboriginal youth employment and careers at <http://www.aboriginalcanada.gc.ca/acp/site.nsf/en/ao30907.html>
 - vi. Indian and Northern Affairs Canada (INAC) at <http://www.ainc-inac.gc.ca/index-eng.asp>
- c) Reports should include a prewriting planning sheet, a rough draft and a final draft.

Note: Final Drafts of reports should be retained by the student to place in their portfolio which is a requirement of the Senior Level.

Introductory Level - continued

Challenge Three – Four Steps to Journey Status Display

- a) Students can use research gained in the previous assignment to inform their display in this activity.
- b) While Challenge Two focuses on written information the intent of this challenge is to create a visual display such as a poster, concept web, flow chart, or other display.
- c) The size, shape, and materials for this display are at the discretion of the teacher.
- d) Completed displays should be appropriate for posting in the classroom or school hallway.

Note: Final drafts or a photograph of the display should be retained to place in the student's portfolio which is a requirement of the Senior Level.

Challenge Four – Apprenticeship and Trades Discussion

- a) The intention of this challenge is for students to explore the level of knowledge regarding apprenticeship and skilled trades in their own world. Some students may find the adults in their lives do not know very much about these topics.
- b) Completion and verification of this Challenge should take place outside of the school. The adult who has the discussion with the student should be asked to sign the passport to verify the challenge is complete. However, if a student does not have access to a willing individual the teacher may fill the void. The onus should be on the student to complete this Challenge and get verification.
- c) This activity does not have to be conducted face to face; it can be done in a phone conversation or even using web based media.
- d) If not done face to face an alternate means of verification must be used. A brief verbal check by the teacher may be all that is required.

Introductory Level Completion

Completion and verification of all four Challenges in Introductory Level qualifies the Youth Apprentice for a Recognition of Completion seal in their passport.



Intermediate Level

Challenge One – PAA Credit

- a) Apprentices must complete one credit in the Practical and Applied Arts 10, 20 or 30 in addition to the one credit from the Introductory Level. This credit does not have to be trade-related.
- b) When the credit has been completed, the course name and date can be filled in by the student who then requests the course instructor sign and date the Passport to verify completion.

Challenge Two – Discussion with a Journeyperson

- a) Create a series of topics to form the basis of a conversation with a journey person. The topics may include questions or concepts and can be developed as a group or as individuals. Teachers can set the number of topics or approve a list developed by students.
- b) Notes should be taken during the interview to show evidence of completion. A brief oral report can be shared with the class, a partner or the teacher depending on time available in class.
- c) The Youth Apprentice should provide her/his Passport for the interviewee to complete the verification portion.

Note: All material should be kept to use in the Portfolio Challenge at the Senior Level.

Intermediate Level – continued

Challenge Three – Career Pathway Chart

- a) This display may be individualistic in nature based in part on Challenge One. No two workers will have the same exact career path. Students may be very surprised to find skilled trades workers doing a variety of occupations which may not be closely related to where the person began their career.
- b) The activity outcome should focus on the students attaining an understanding of a career having many different parts and workers generally do not stay in one position for their whole career.
- c) Charts based on a specific individual must obtain the person's permission to display information publicly. Names should not be displayed.

Note: All material should be kept to use in the Portfolio Challenge at the Senior Level.

Challenge Four – Web-based Exploration

- a) Students will explore two web sites connected to apprenticeship.
- b) The student will provide information to the teacher. They can provide a written report or examples of information they obtained.
- c) The student will provide the teacher with web-sites they explored.
- d) Examples of websites are:
- SATCC at <http://www.saskapprenticeship.ca/index.php>
 - Sask Job Futures at <http://www.saskjobfutures.ca/>
 - Canadian Apprenticeship Forum at <http://www.caf-fca.org/en/>
 - Skilled Trades: A Career You Can Count On at <http://www.careersintrades.ca/>
 - Aboriginal Youth Network at <http://www.ayn.ca/>
 - Information on apprenticeship within each province and territory at <http://www.apprenticetrades.ca/en/>
 - Red Seal trades information at www.red-seal.ca
 - Government of Canada website for programs for skills development at www.hrsdc.gc.ca
 - Information about industry sectors and skilled trades opportunities at www.councils.org

Intermediate Level Completion

Completion and verification of all four challenges in Intermediate Level qualifies the youth apprentice for a Recognition of Completion seal in their passport.



Senior Level

Challenge One – Complete Module 88 Apprenticeship in Saskatchewan

- a) Use the module lesson plans from the SYA package to facilitate student understanding of the 7 objectives.
- b) Students will work with their teacher to complete the objectives of the Module 88 program.

Challenge Two – Portfolio

- a) Students should have kept examples to demonstrate their growing awareness of apprenticeship or may have begun their portfolio at the Introductory Level.
- b) Students may use portfolio information from Career and Work Exploration (CWE). Students should leave room for an SYA certificate from SATCC which will be sent out after completion of all the Levels or when the student has finished their secondary education.
- c) Examples of items that may be included in a portfolio are on the attached page “What To Put In A Portfolio”.
- d) Portfolios should be shared with parents or the class during student-lead conferences.

What To Put In A Portfolio?

THIS IS ME

This section includes anything that represents who you are, what you value and your plans for the future.

- Personal Profile ----- Mission Statement
- Paragraph on yourself - Who you are and your plans for the future
- Resume
- Covering Letter

ACADEMIC SKILLS

Your academic skills reflect your ability to communicate, think and learn.

- Current Report Card, school transcript, diploma/certificate
- Awards/Scholarships
- Certifications: first aid, CPR, driver's license, food safety, etc.
- Class projects/assignments - photographs

PERSONAL MANAGEMENT SKILLS

Personal Management skills represent your own combination of attitudes and behaviors that demonstrate responsibility and adaptability.

- Letters of reference from present/ past employers, teachers, coaches, supervisors.
- Performance Appraisals/Evaluation from work, work experience or school.
- Memberships in clubs or organizations.
- Volunteer Work
- Hobbies/Interests
- Leadership Skills - SRC, leadership training, etc.
- Participation/Award certificates
- Special skills acquired through clubs, organizations, work, etc.

Teamwork Skills



Teamwork skills represent your ability to cooperate and work effectively with others in a group.

- Documentation of participation in a team sport, club, drama production, band, choir, yearbook, graduation committee, etc.
- Job, activity, committee, project that required teamwork
- Documentation of involvement in a position of an organization
- Team/club pictures
- Hobbies and interests associated with a group
- Certificates, awards, special recognition



Saskatchewan Apprenticeship Activities

Include activities from the Challenges of the Saskatchewan Youth Apprenticeship Program.

- Trade Report
- Four Steps to Journey Status Display
- Discussion with a Journeyperson
- Career Pathway Chart
- Web-based Exploration
- Apprenticeship Beyond High School
- Career Fair Information
- Saskatchewan Apprenticeship Program Passport

Senior Level - continued

Challenge Three – Apprenticeship Experience beyond the school

- a) Students following consultation with the course instructor may choose the most effective option for themselves.
- Spend at least 1 day job shadowing a tradesperson.
 - Spend at least 1 day mentoring with a cultural leader in the community. (e.g. chief, councilor, elder's helper)
 - Participate in a trade related work placement.
- b) Work Study guidelines as outlined in the PAA handbook must be adhered to.
- c) Coordination with CWE work placements may facilitate both courses' requirements.
- d) Mentoring should be directed toward life/work choices and pathways and may include other effective adult contacts not listed above.
- e) Job shadowing and mentoring experiences do not have to be restricted to one day nor do they have to be completed during school hours or on school days. Teachers should work with students and parents to provide the most valuable experience for the individual.

Challenge Four: Career Fair

- a) Students attend a career fair to gather information on various post-secondary opportunities.
- b) Students should collect material to learn about and compare apprenticeship training with another post-secondary opportunity.
- c) This comparison could be made with university, technical school, private school, military training or any other type of post-secondary education and training.
- d) Verification of this Challenge could be done through a brief oral report in class or in a small group or just with a conversation with the teacher.

Senior Level Completion

Completion of all four Challenges in Senior Level qualifies the youth apprentice for a Recognition of Completion seal in their passport.

Saskatchewan Youth Apprenticeship Program Completion

Upon completion of all the Levels of SYA, **students should turn their completed passport in to the teacher responsible for the Saskatchewan Youth Apprenticeship (SYA) Program in their school** so their names can be submitted to the SATCC for addition to the Saskatchewan Youth Apprenticeship completion list. This last step will allow SATCC to update their SYA contract to qualify for the benefits outlined in the program. SATCC will also issue certificates of achievement to Youth Apprentices.

