



SYA BEST PRACTICES

All school staff who will be involved in SYA should receive the SYA administrative presentation:

- this will ensure that all staff who will be involved have a complete understanding of what is involved and required of them;
- the presentation should include the principal, guidance counsellor, PAA instructor, etc.

The main SYA High School presentation should include all grades, including 9-12.

There should be one main contact person (the “champion”) for each school:

- champion will be present at the presentations;
- champion will have SYA Contracts ready for the students who want to participate;
- once a school has registered with SYA, the champion will receive a confirmation of registration from SATCC;
- once a student is registered in SYA, the student, as well as the champion, will be given a confirmation letter;
- champion provides the students with the expectations of how they will complete the program;
- champion may have a binder of activities that the students need to work through to complete the program. This can include questions which may be asked during the interviews, what is to be included in the reports, and how the displays will be created.

There are a variety of ways that students can report progress to the champion. These are at the champion’s discretion, and can include written reports, verbal presentations, and power point. Students may benefit from sharing their findings as they will be able to compare trades and stories and find out more about the world of the skilled trades.

Portfolios may be done online. For instance, there are 2 websites available to students (career cruising) which have an online locker designed to retain student information until it is removed by the champion.

The champion will update the SYA Coordinator in Regina as to progress of the students as they complete each level of the SYA program:

- upon completion of the SYA program, the champion requests that the SYA certificate be issued;
- the request will indicate whether the certificate is to be mailed to school (if being handed out with other documentation), or directly to the students’ residence.

Levels	Task Descriptions	Teacher Notes	Completed Task (Initials & Date)
Introductory Level			
1. PAA credit @10 20 or 30 level	Course Name: & Date Completed:		
2. Trade Report which includes	Pre-writing planning sheet, rough draft and final draft		
	OR teacher assigned writing process		
	Class time time-sheet		
	Verification of Completion OR Mark attained & rubric		
	Final copy collected in portfolio and kept by student/guidance		
3. Four Steps to Journey Status display (note: can be related to above trade)	Visual display such as a poster, concept web, flow chart, or other display as approved by teacher		
	Display appropriate to post in school hallway/classroom		
	Verification of Completion OR Mark attained & mark rubric		
	Final copy collected in portfolio and kept by student/guidance		
4. Apprenticeship & Trades Discussion to explore the level of knowledge regarding apprenticeship/trades in their own world.	Adult with whom the student has the discussion must be outside the school. It can be face to face or by telephone, or web based media.	Adult	verification and completion of task:
Completion of all four challenges in this level qualifies Youth Apprentice for a "Recognition of Completion" in their passport.	Recognition of completion in passport		
Intermediate Level			
	Task Descriptions	Teacher Notes	Completed Task (Teacher Initials & Date)
1. One (additional) PAA credit @10, 20 or 30 level	Course Name: Date Completed Course:		
2. Discussion with a Journeyperson	Create a series of topics to form the basis of a conversation (questions/concepts)		
	Take notes during the discussion		
	Brief oral report to teacher, class or partner		

	Youth Apprentices provide her/his passport for the interviewee to complete verification portion		
	OR teacher can have students lead a panel discussion or group presentation		
	Verification of Completion OR Mark attained & rubric		
	Final copy collected in portfolio and kept by student/guidance		
3. Career Pathway Chart Note: If a Chart is based on a specific individual, students must obtain permission to display the information publicly. Names should not be displayed.	This display may be individualistic in nature based in part on Challenge 1 in this level. It is intended to highlight an understanding of a career having many different parts and workers generally do not stay in one position for their whole career.		
4. Web Based Exploration	Create a record of exploration and		
	Verification of Completion OR Mark attained & rubric		
	Final copy collected in portfolio and kept by student/guidance		
Completion of all four challenges in this level qualifies Youth Apprentice for a “Recognition of Completion” in their passport.	Recognition of Completion” in their passport		
Senior Level			
1. Complete Module 88 Apprenticeship in Saskatchewan	Use the module lessons from SYA package to facilitate student understanding of 7 objectives		
	Verification of Completion OR Mark attained & rubric		
	Final copy collected in portfolio and kept by student/guidance		
2. Portfolio	Use collected assignments from previous youth apprenticeship levels to create a portfolio as negotiated with a supervising teacher/school		
	Verification of Completion OR Mark attained & rubric		
	Final copy collected in portfolio and kept by student/guidance		

<p>3. Apprenticeship Experience beyond the school Note: Work study guidelines as outlined on PAA handbook must be adhered to. Coordination with CWE work placements may facilitate both courses' requirements. Mentoring should be directed toward life/work choices/pathways.</p>	<p>Spend at least one day job shadowing a tradesperson OR mentoring with a cultural leader in the community (chief, councillor, elder) OR participate in trade related work placement</p>		
<p>4. Career Fair</p>	<p>Students attend a career fair to gather information on various post-secondary opportunities</p>		
	<p>Compare apprenticeship with other post-secondary opportunity through oral report, or conversation with teacher</p>		
	<p>Verification of Completion OR Mark attained & rubric</p>		
	<p>Final copy collected in portfolio and kept by student/guidance</p>		
<p>Completion of all four challenges in this level qualifies Youth Apprentice for a "Recognition of Completion" in their passport.</p>	<p>Recognition of Completion in their passport</p>		
<p>Completion of all levels of SYA Note: Passport should be turned in to guidance so student names can be submitted to the SATCC to allow addition to SYA completion list – this qualifies the student for SYA benefits and a certificate of achievement.</p>	<p>Completion of all levels turned in to guidance Certificate of achievement obtained</p>		

