

STEP ONE: Promote

WHAT IS SASKATCHEWAN YOUTH APPRENTICESHIP?

Saskatchewan Youth Apprenticeship (SYA) is a high school program that raises awareness of apprenticeship by helping youth discover the rewards of working in the skilled trades.

THE BENEFITS OF YOUTH APPRENTICESHIP

The SYA program benefits students by providing a head start on career planning as well as a record of achievement for resumes and career portfolios. Other benefits include:

- Apprenticeship registration fee is waived
- Level 1 technical training tuition is waived
- They receive 300 trade-time hours (providing all three levels are completed; 100 hours for each completed level)

Saskatchewan Youth Apprenticeship Industry Scholarships are awarded every year to selected, eligible high school graduates who have completed SYA and will be pursuing a career in the skilled trades.

Program Goals

THE GOALS OF THE SYA PROGRAM ARE TO:

- Promote skilled trades as first-choice careers
- Increase student awareness of apprenticeship opportunities and career choices
- Help students (and those influencing their career choices) understand the requirements for success in skilled trades
- Keep students in school to acquire the basic and essential skills necessary for success in skilled trades careers
- Provide students with a head start on their skilled trades career

STEP TWO: Register

REGISTER YOUR SCHOOL

To register your school in the SYA program, complete the School Enrolment Request Form online, or scan and email the printable form to the SYA Coordinator at youthapprenticeship@gov.sk.ca. You will need to register your school only once. All forms are available online: saskapprenticeship.ca/sya-for-high-school-teachers.

REGISTER STUDENTS

To register students in the SYA program, complete the SYA contract online, or scan and email the printable form to the SYA Coordinator at youthapprenticeship@gov.sk.ca. All forms are available online: saskapprenticeship.ca/sya-for-high-school-teachers.

To enter the SYA program, Saskatchewan secondary students must be at least 15 years of age and meet one of the following criteria:

- Employed in part-time or seasonal work
- Registered in a trade-related Practical and Applied Arts (PAA) course
- Registered in a trade-related, locally-developed course
- Registered in Career and Work Exploration 10, 20 or 30
- Registered in a PAA survey course with at least one-third trade-related content

FIND YOUR FORMS

All forms can be found on our website and completed online at: saskapprenticeship.ca/sya-for-high-school-teachers.

- School Enrolment Request Form: saskapprenticeship.ca/sya-school-enrolment-form
- Youth Apprenticeship Contract: saskapprenticeship.ca/SYAcontract

STEP THREE: Track

Saskatchewan Youth Apprenticeship Levels

Teachers can use the Student Enrolment Tracking Form to track their students' progress through SYA. Forms are available online in a variety of formats. Print and fill out the PDF, use the Excel sheet or fill in the information online and submit. Student Enrolment Tracking Forms are available here: saskapprenticeship.ca/sya-for-high-school-teachers.

Level One

Note: All material should be kept for later use at level three.

CHALLENGE ONE – PAA Credit

Youth apprentices must complete one credit in the Practical and Applied Arts 10, 20 or 30. It does not have to be a trade-related credit. When the credit has been granted by the Ministry of Education, the course name and date should be filled in by the student, and the course instructor must sign and date the SYA Passport to verify completion. The SYA Passport is available online: saskapprenticeship.ca/sya-for-high-school-teachers.

CHALLENGE TWO – Trade Report

Students can use the SATCC "What is Apprenticeship?" pamphlet to select a designated trade. The pamphlet can be found on our website, and further research can be done online through websites such as:

- saskapprenticeship.ca
- caf-fca.org
- jobbank.gc.ca
- red-seal.ca

Reports should include a prewritten planning sheet, a rough draft and a final draft (or follow another writing process supported by the school). A timeline should be set by the teacher and include how much, if any, class time will be spent on the reports.

Reports do not require any assessment beyond verification of completion in the SYA Passport by the teacher. Individual teachers choosing to use the report as a portion of their course evaluation should provide the students with a marking rubric or outline of assessment criteria.

CHALLENGE THREE – Completion of Young Worker Readiness Certificate Course

Part-time and seasonal employment provide youth with the opportunity to gain work experience and earn money. Work experience can also help them to start thinking about careers, what they like and what they don't.

An important aspect of moving into the labour market is to do so safely. Ready for Work program resources provide critical information about health, safety and labour standards for young workers, educators, employers and parents.

All SYA participants are required to complete the Young Worker Readiness Certificate Course (YWRCC) and obtain a Certificate of Completion, which can be found on the YWRCC website: ywrcc.ca.

CHALLENGE FOUR – Apprenticeship & Trades Discussion

In this challenge, students explore the level of apprenticeship and skilled trades knowledge that exists around them through discussions with the adults in their lives.

Completion and verification of this challenge should take place outside of school. The adult who has the discussion with the student should sign the SYA Passport to verify the challenge is complete. 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.

This activity does not have to be conducted face to face; it can be completed with a phone conversation, over Skype or through email. 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.

Level Two

Note: All material should be kept for later use at level three.

CHALLENGE ONE – PAA Credit

Apprentices must complete another credit in the Practical and Applied Arts 10, 20 or 30. Again, this does not have to be a trade-related credit. When completed, the student must fill in the course name and ask their course instructor to sign and date the SYA Passport to verify completion.

CHALLENGE TWO – Interview with a Journeyperson

The student creates a series of topics to form the basis of a conversation with a journeyperson. 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. In some cases, it may be beneficial for the teacher to develop a list of questions with individual students as an adaptation to this challenge.

Notes should be taken during the interview to show evidence of completion, and the interviewee is to complete the verification portion. A brief oral report can be shared with the class, a partner or the teacher.

If the teacher feels that there are not enough journeypersons available in the community, this requirement can be fulfilled through a panel discussion or group presentation. Additionally, field consultants from the SATCC may be available to support this challenge. Contact the SYA Coordinator at youthapprenticeship@gov.sk.ca for more information.

If this challenge forms part of the course evaluation, criteria should be provided to the students beforehand.

CHALLENGE THREE – Pathway Chart or Steps to Journeyperson Certification

Students are to complete one of the following:

1. Pathway Chart

Design and display a possible career pathway chart for a trade. This display may be individualistic in nature and based in part on the information gathered in students' conversations with a journeyperson in challenge two.

The activity outcome should focus on the students attaining an understanding of the flexibility of career paths. Charts based on a specific individual must obtain the person's permission to display information publicly. Names should not be displayed.

2. Steps to Journeyperson Certification

List the four basic steps to obtain journeyperson certification. Students can use research from the previous assignment to inform their display.

While challenge two focuses on written information, the intent of this challenge is to create a visual display. Students may create a poster, concept web, flow chart or other display approved by the instructor. The size, shape and materials for this display are at the discretion of the teacher.

Completed displays should be appropriate for posting in the classroom or school hallway. Assessment rubrics or other criteria should be provided to students at the beginning of the assignment if the teacher is using the display as a portion of the class evaluation.

CHALLENGE FOUR – Web-based Exploration

Teachers can provide potential research sources from the list below and by recording valuable web resources found by students. They are to develop a reporting mechanism to suit their situation, such as brief oral reports in class or having students print off and explain a page they accessed in their research.

Examples of research sources:

- SATCC – saskapprenticeship.ca
- Canadian Apprenticeship Forum – caf-fca.org
- Careers in Trades – careersintrades.ca
- Government of Canada Job Bank – jobbank.gc.ca
- Information on apprenticeship by province and territory – saskapprenticeship.ca/important-links
- Red Seal trades information – red-seal.ca
- Government of Canada website (programs for skills development) – hrsdc.gc.ca

Level Three

CHALLENGE ONE – Completion of Apprenticeship Terminology

It is important for students who are considering a career in the skilled trades to understand the terminology. Use the Apprenticeship Terminology document (included in this folder and available on the SATCC website: saskapprenticeship.ca/sya-for-high-school-teachers) as a project or quiz.

CHALLENGE TWO – Apprenticeship Experience Beyond the School

Students and the course instructor should consult to choose the most effective option:

- Spend at least one day job shadowing a tradesperson
- Spend at least one day mentoring with a cultural leader in the community, such as a chief, councilor or elder's helper
- Participate in a trade-related work placement

Work Study guidelines, as outlined in the PAA handbook, must be adhered to. Coordination with Career and Work Exploration placements may meet requirements for both SYA and the Career and Work Exploration course.

Mentoring should be directed toward life/work choices and pathways, and it may include other effective adult contacts not listed above. 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 THREE – Create a Portfolio

Students should have kept examples from their previous challenges to demonstrate their growing awareness of apprenticeship. Schools and/or individual teachers can decide the form of the portfolio. Portfolios could be shared with parents or the class during student-led conferences. Grade 6-9 students taking Career Education may also benefit from seeing senior students' portfolios.

CHALLENGE FOUR – Career Fair

Students attend a career fair to gather information on various post-secondary opportunities. They should collect material to learn about and compare apprenticeship training with other post-secondary opportunities, including university, technical school, private school, military training or any other type of post-secondary education or training. Verification of this challenge could be done through a brief oral report in class, in a small group or through a conversation with the teacher.

STEP FOUR: Report

REQUEST COMPLETION CERTIFICATES

Once students have completed all three levels of SYA, please submit your Student Enrolment Tracking Forms. You can email the completed Excel or PDF forms to the Youth Apprenticeship Coordinator at youthapprenticeship@gov.sk.ca, or fill out and submit the online form. All Student Enrolment Tracking Forms are available online: saskapprenticeship.ca/sya-for-high-school-teachers.

Teachers should submit completed student tracking sheets once all SYA levels have been completed and 4-6 weeks prior to Grade 12 graduation.

SYA Frequently Asked Questions

1. What is SYA?

SYA stands for Saskatchewan Youth Apprenticeship. It is a program taken by students in Grades 10 through 12 to raise awareness of apprenticeship and help young people discover the rewards of working in the skilled trades.

2. What is the purpose of SYA?

The purpose of SYA is to introduce students to apprenticeship and the certification process. It creates awareness of apprenticeship programs, opportunities and connections between high school programs and skilled trades training.

3. Would a high school student who is already in Grade 12 have enough time to complete the SYA program?

Ideally, high school students should register in the SYA program in Grade 10, as the SYA program takes about 20 to 25 hours to complete. However, with some hard work and dedication, a student in Grade 12 could certainly complete the SYA program before graduation.

4. What is the process to register a high school student in the SYA program?

Students who are enrolled in a school that is already participating in the program must fill out a Youth Apprenticeship Contract (available on the SATCC website) and scan and email it to youthapprenticeship@gov.sk.ca, or submit it electronically through saskapprenticeship.ca/SYAcontract.

5. Can all Saskatchewan high schools participate in the SYA program?

Yes. Even though some high schools may have limited resources, every high school student can complete the SYA program. There must be an SYA Champion (a teacher, administrator, guidance counsellor, educational assistant, parent, etc.) who is responsible for taking care of administrative details, answering questions, signing off on completed challenges and requesting SYA certificates shortly before graduation for students completing the program.

6. When do schools get SYA certificates?

SYA Champions should submit completed SYA tracking sheets once all SYA levels have been completed and 4-6 weeks prior to Grade 12 graduation.

Apprenticeship Terminology

Apprentice: An individual who is working in a designated trade, has signed a contract of apprenticeship with his or her employer and is registered with the Apprenticeship and Trade Certification Commission.

Apprenticeship Training: A system of training that has two main components: workplace training and technical training. The apprentice, the employer or joint training committee, and the Chief Operating Officer sign a contract of apprenticeship. Apprentices gain the knowledge and skills associated with a trade through a combination of technical training and workplace training that is supervised by a certified journeyperson. Upon completion of the final level of training, apprentices are eligible to write the journeyperson examination.

Certificate of Completion of Apprenticeship: A certificate issued to an apprentice who has completed the prescribed apprenticeship term for their designated trade and all levels of required technical training, has met all requirements for the Journeyperson Certificate of Qualification and has submitted a record book to the SATCC if required for their designated trade.

Compulsory Apprenticeship: An individual must be an apprentice or a journeyperson to work in the trade. There are five compulsory apprenticeship trades in Saskatchewan: Construction Electrician, Plumber, Refrigeration and Air Conditioning Mechanic, Sheet Metal Worker and Sprinkler Fitter.

Designated Trade: An occupation designated under *The Apprenticeship and Trade Certification Act, 1999*. Designation of an occupation means that legislated rules apply; standards, technical training and certification examinations are established.

Interprovincial Standards Red Seal Program (Red Seal): A national certification program that assists workers seeking employment in any province/territory in Canada.

Journeyperson: An individual who has worked at a trade for several years, passed all examinations and has been issued a Journeyperson Certificate of Qualification from the Saskatchewan Apprenticeship and Trade Certification Commission or other Canadian apprenticeship authority.

Journeyperson Certificate of Qualification: A certificate issued to a person pursuant to Section 29 of *The Apprenticeship and Trade Certification Commission Regulations*.

Learner's Certificate: A certificate in a designated trade issued to an applicant who has met the eligibility requirements set by the SATCC and trade regulations.

Red Seal Endorsement (RSE): An acronym to use as an enhancement to a journeyperson's professional title, representing his/her successful achievement of obtaining the Red Seal endorsement in the given Red Seal trade.

Saskatchewan Apprenticeship and Trade Certification Commission (SATCC): The SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeypersons and updating for journeypersons.

Sub-trade: A branch of a designated trade that is recognized for training and certification purposes.

Tradesperson: An individual who is working at one of the non-compulsory designated trades, but is not an apprentice or a journeyperson.

Work (Workplace) Experience / On-the-job Training: The experience an individual gains on a job site by learning the skills and performing the actual tasks involved in the work of the trade/occupation. Also known as "experiential learning."

Scholarships

SYA Industry Scholarships are awarded to selected, eligible high school graduates throughout the province who have completed the SYA program and will be pursuing a career in the skilled trades. They are valued at \$1,000 each and awarded to graduating students nominated by participating high schools every June.

To qualify for the scholarship, both the high school and the student must participate in the SYA program. The student must also complete high school in the current school year and hold a completed SYA Passport. In order to redeem the scholarship, the graduate must do one of the following within two years of completing high school:

- A.** Be entered into a contract of apprenticeship in a designated skilled trade for one year and successfully complete the first level of technical training.
- B.** Complete a pre-employment program in a designated skilled trade.

Students cannot redeem the scholarship for the \$1,000 until they've demonstrated they are actively pursuing a career in the skilled trades.

Schools will be sent nomination forms and are asked to nominate one SYA graduate for a scholarship. A committee made up of SATCC representatives chooses the SYA Industry Scholarship winners. Winners are selected according to current achievements and dedication to pursuing a career in the skilled trades. The scholarship certificates will be made available for presentation at the graduation ceremony or another event of your choice.

Agriculture, Tourism and Service Sector

SKILLED TRADE	TRAINING		DESCRIPTION
	Years	On-the-job Hours	
Cook (IP)	3	5400	Prepares food and meals. Performs meat cutting. Learns basic baking and pastry cooking.
Esthetician – Nail Technician	2	3600	Performs manicures, pedicures, artificial nail applications and cosmetic massage.
Esthetician – Skin Care Technician	2	3600	Performs body/facial treatments, make-up artistry, cosmetic massage, hair removal, lash/brow tinting and manicures/pedicures. Corrects skin problems.
Food and Beverage Person	2	3600	Sells and serves food and beverages. Prepares alcoholic/non-alcoholic beverages.
Guest Services Representative	2	3600	Promotes, sells and books accommodation products and services.
Hairstylist (IP)*	2	3600	Designs hair (shampooing, cutting, styling and chemical alteration). Performs related retail and customer service.
Landscape Horticulturist (IP) Endorsement: Elm Tree Pruner	4	6000	Grows plants. Operates greenhouses, nurseries and garden centres. Landscapes.
Locksmith	4	7200	Evaluates and advises customers on security and access needs. Installs, services and modifies locks, safes and alarm systems.
Meat Cutter Endorsements: Slaughterer, Processor	3 1	5400 1800	Breaks carcasses. Cuts, packages and labels meat. Merchandises meat and poultry.
Pork Production Technician Endorsements: Breeder, Facilities Maintenance, Farrowing, Grower-Finisher, Nursery Management	2	3600 1800	Involved in most aspects of raising pigs. Involved in specialized areas of raising pigs.

Motive Repair Sector

SKILLED TRADE	TRAINING		DESCRIPTION
	Years	On-the-job Hours	
Agricultural Equipment Technician (IP)	4	7200	Sets up, repairs and services agricultural equipment.
Aircraft Maintenance Engineer Technician	4	7200	Repairs and inspects all types of aircraft and avionics systems.
Automotive Service Technician (IP)	4	7200	Services and repairs automobiles, light trucks and buses.
Heavy Duty Equipment Technician (IP)	4	7200	Services and overhauls large mobile equipment used in construction, mining, forestry, etc.
Motor Vehicle Body Repairer (Metal and Paint) (IP) Sub-trade: • Automotive Painter (IP)	4 2	7200 3600	Services and refinishes motor vehicle bodies and frames. Appraises and refinishes motor vehicle bodies.
Partsperson (IP)	3	5400	Orders, stocks and dispenses parts and assemblies to mechanical, service and agricultural industries.
Recreation Vehicle Service Technician (IP)	3	4800	Services and overhauls all motor homes, travel trailers, van conversions and licensed towables.
Truck and Transport Mechanic (IP)	4	7200	Maintains and inspects motorized trucks, buses and road transport vehicles.

Production and Maintenance Sector

SKILLED TRADE	TRAINING		DESCRIPTION
	Years	On-the-job Hours	
Electronics Assembler	2	3600	Assembles, repairs and tests circuit boards and other electronic components.
Instrumentation & Control Technician (IP)	4	6800	Maintains, diagnoses, calibrates and repairs control instruments in commercial and industrial settings.
Machinist (IP)	4	7200	Works with metals. Operates metal-cutting and shaping machinery.
Rig Technician (IP)	3	4860	Operates oil and gas drilling rigs.
Steamfitter-Pipefitter (IP)	4	7200	Installs and repairs low- and high-pressure piping systems and components, including heating and processing applications.
Sub-trade:			
• Petroleum Installer Technician	3	5400	Installs and maintains petroleum storage facilities.
Welder (IP)	3	5400	Prepares and joins metals and plastics using various welding methods/equipment.
Sub-trade:			
• Semiautomatic Welding Production Operator	2	3600	Works in manufacturing facilities, primarily with wire-feed processes.

Construction Sector

SKILLED TRADE	TRAINING		DESCRIPTION
	Years	On-the-job Hours	
Boilermaker (IP)	3	5400	Makes and assembles dust, gas, steam, oil, water or other liquid-tight containers, structures and equipment.
Bricklayer (IP)	4	6000	Lays concrete block, brick and pre-cut stone to construct or repair structures.
Cabinetmaker (IP)	4	6400	Constructs, repairs, finishes and installs cabinets, furniture, bedroom suites and architectural millwork.
Carpenter (IP)	4	7200	Constructs, renovates and repairs buildings and structures made of wood and other materials.
Sub-trades:			
• Framer	1	1800	Lays out, constructs and erects framing systems to sheathed stage. Installs exterior doors and windows.
• Scaffolder	4	6000	Lays out, assembles, erects, uses, maintains and dismantles scaffold.
Construction Craft Labourer (IP)	2	2400	Prepares and cleans construction sites. Moves earth. Places concrete structures and municipal lines.
Construction Electrician (IP)**	4	7200	Installs, repairs, tests and maintains wiring, controls, motors and electrical devices.
Glazier (IP)	4	7200	Cuts, prepares, fabricates and installs glass in buildings, furniture and vehicles.
Industrial Mechanic (Millwright) (IP)	4	7200	Installs, maintains and repairs machinery in factories, mines and production facilities.
Insulator (Heat & Frost) (IP)	4	6400	Maintains and applies thermal insulation to structures and equipment.
Ironworker (Reinforcing) (IP)	2	3600	Field fabricates, welds and installs rebar and materials used in reinforcing concrete.

(Construction Sector continues)

Construction Sector

SKILLED TRADE	TRAINING		DESCRIPTION
	Years	On-the-job Hours	
(Construction Sector continued)			
Ironworker (Structural/Ornamental) (IP)	3	5400	Field fabricates, welds, cuts, erects/dismantles structural steel and metal work. Erects and places pre-cast concrete. Performs rigging and places machinery.
Lather (Interior Systems Mechanic) (IP)	4	6000	Lays out, installs, applies, finishes and fabricates metal stud systems, thermal insulations, specialized ceilings, gypsum board and related products.
Metal Fabricator (Fitter) (IP)	3	5400	Lays out, fabricates, cuts and assembles structural steel, plate and miscellaneous metals.
Mobile Crane Operator (IP)	3	5400	Operates hoisting equipment to place and position items.
Sub-trades:			
• Boom Truck Operator "A"	2	3000	Operates boom trucks over 15.5 tons.
• Boom Truck Operator "B"	2	2000	Operates boom trucks up to and including 15.5 tons.
Painter and Decorator (IP)	3	5400	Applies paint, varnish and wallpaper to interior and exterior surfaces.
Pipeline Equipment Operator Endorsements: Dozer, Excavator, Grader, Side Boom	3	3000	Operates heavy equipment in the construction of pipeline systems.
Plumber (IP)**	4	7200	Installs, replaces and maintains water and sewage systems in residential, commercial and industrial buildings.
Powerline Technician (IP)	4	6800	Constructs and maintains overhead and underground power lines and equipment.
Refrigeration & Air Conditioning Mechanic (IP)**	4	7200	Installs and maintains primary and secondary refrigeration and cooling systems in commercial and industrial settings.
Roofer (IP)	3	4500	Installs and maintains roofs with a variety of materials.
Sheet Metal Worker (IP)**	4	7200	Uses metal to make and repair air and material handling products and building claddings.
Sprinkler Fitter (IP)**	4	7200	Installs, tests and repairs fixed fire suppression systems.
Tilesetter (IP)	4	7200	Works with tile, granite, slate, marble, terrazzo and similar materials.
Tower Crane Operator (IP)	2	3000	Operates mechanical devices or structures utilizing a vertical mast or tower and jib (travelling, fixed or climbing). Incorporates power-driven drum, boom and wire rope to move material.
Water Well Driller	2	3600	Monitors/services wells. Interprets water analysis. Operates drilling rigs.

*A trade in which the individual must complete an accredited pre-employment training program and obtain a Learner's Certificate from the Saskatchewan Apprenticeship and Trade Certification Commission before beginning work.

**A compulsory trade in which the individual must be either an apprentice or a journeyman to work.

(IP) indicates an interprovincial trade examination is either available or under development.

For more information on training, see "What is Apprenticeship" or the "High School to Apprenticeship" handbook: saskapprenticeship.ca/related-sya-information.