

Saskatchewan Youth Apprenticeship - Level One

Name: _____

Grade: _____ Date: _____

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)

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

Registering in the SYA Program

Teachers: To register your school in the SYA program, call the SATCC and speak to the SYA Coordinator who will set your account up in [MyATC](#). You will be provided with a registration code to login to MyATC for the first time. You can share this registration code with others in your organization so they can access your school's account.

If your school has never been involved with SYA previously, you will also be required to fill out the School Enrolment Request Form and submit it to the SYA Coordinator at youthapprenticeship@gov.sk.ca. You will only need to register your school once.

Find the School Enrolment Request Form, and more information, at saskapprenticeship.ca/sya-teacher-resources.

Students: Students can register themselves in the SYA program through [MyATC](#). They will require a [Saskatchewan Account](#) and must select MyATC as a service to connect to their account. Once in MyATC, they can submit an SYA application. For more information, contact the SYA Coordinator at youthapprenticeship@gov.sk.ca.

CHALLENGE ONE – PAA Credit

Successful completion of a credit in Practical and Applied Arts.

Course: _____

Semester & Date: _____

CHALLENGE TWO – Trade Report

1. Choose a designated trade. See the pamphlet "What is Apprenticeship" for a list of designated trades. No matter what your plans are for after high school, choose a trade in which you have interest.
2. General Research: Record your research about the following areas in the space provided below.

What do they do?	Workplace
Important Skills	Related Occupations
Salary Ranges	Employment Growth/Job Outlook

3. Apprenticeship training information:

- Go to the SATCC website: saskapprenticeship.ca
- Find your designated trade under the link "Designated Trades".
- Open up the PDF "A Guide to Course Content" (found under "Downloads" at the bottom of the page). Use it to complete the chart:

What do _____ do on the job?

Entrance requirements for training program: (Entrance requirements PDF)

Levels Studied – list twelve areas of study at any level:

Training information – total number of hours required:

Time spent in technical training:

Possible technical training centres:

4. Industry information:

- Go to: workingincanada.gc.ca Type in your chosen job and current location in the search bar, then list the following information:

Wage (per hour)	What are three different types of places you could work at?
Jobs available in your area (or Saskatchewan)	How many of those jobs are full time/part time/paid per hour/salary (approximately)?

5. Have your teacher check over your research in #2, 3, 4. Use your research to write a short essay about your chosen job.

- **Paragraph one** – General Research: job description, working conditions, job outlook, skills, salary range.
- **Paragraph two** – Apprenticeship Training Info: training info, entrance requirements, levels studied.
- **Paragraph three** – Industry Info: average wage, main industries of employment, percentage of workers employed full-time, job prospects in Saskatchewan.

6. Type out your final copy and hand in to your teacher. Save this assignment to include in the Portfolio Challenge at the Senior Level.

CHALLENGE THREE – Young Worker Readiness Certificate Course

In order to finish the Level One, you will need to complete the Young Worker Readiness Certificate Course (YWRCC).

1. Go to ywrcc.ca.
2. Sign up for an account. You need to give an email address of an account you can access today. The name you use to sign up is important as this is what prints on your certificate.
3. Complete the registration by verifying your email.
4. Login to the Young Worker Readiness Certificate Course.
5. Work through the three modules, take the test and achieve a mark over 75%.
6. Print TWO copies of your certificate. Give one to your teacher and save one to include in the Portfolio Challenge at the Senior Level.

CHALLENGE FOUR – Apprenticeship & Trades Discussion

Initiate a discussion about apprenticeship and trades careers with an adult in your school or community.

Date: _____

Name of Person: _____

Verified by Teacher: _____

Saskatchewan Youth Apprenticeship - Level Two

CHALLENGE ONE – PAA Credit

Successful completion of a second credit in Practical and Applied Arts.

Course: _____

Semester & Date: _____

CHALLENGE TWO – Interview with a Journeyperson

The Information Interview – a meeting, in person, or by telephone, with someone who works in a field that interests you. In this situation, you will be completing an interview with a journeyperson.

In this kind of interview, your job is to gather information. Take notes during the interview below.

What happens during a typical work day?

What do you like most about your work?

Are there things you don't like about your work?

What skills would I need to work in your field?

What education would I need to work in your field? What specific training would I need?
Where would I get it?

How could I get started in a similar career path? Do you have any tips or strategies that could help me?

Ask a question of your own:

Verify you've completed the interview:

Name of Journeyperson: _____ Trade: _____

Signature of Teacher/Journeyperson: _____ Date: _____

CHALLENGE THREE – Four Steps to Journeyperson Certification

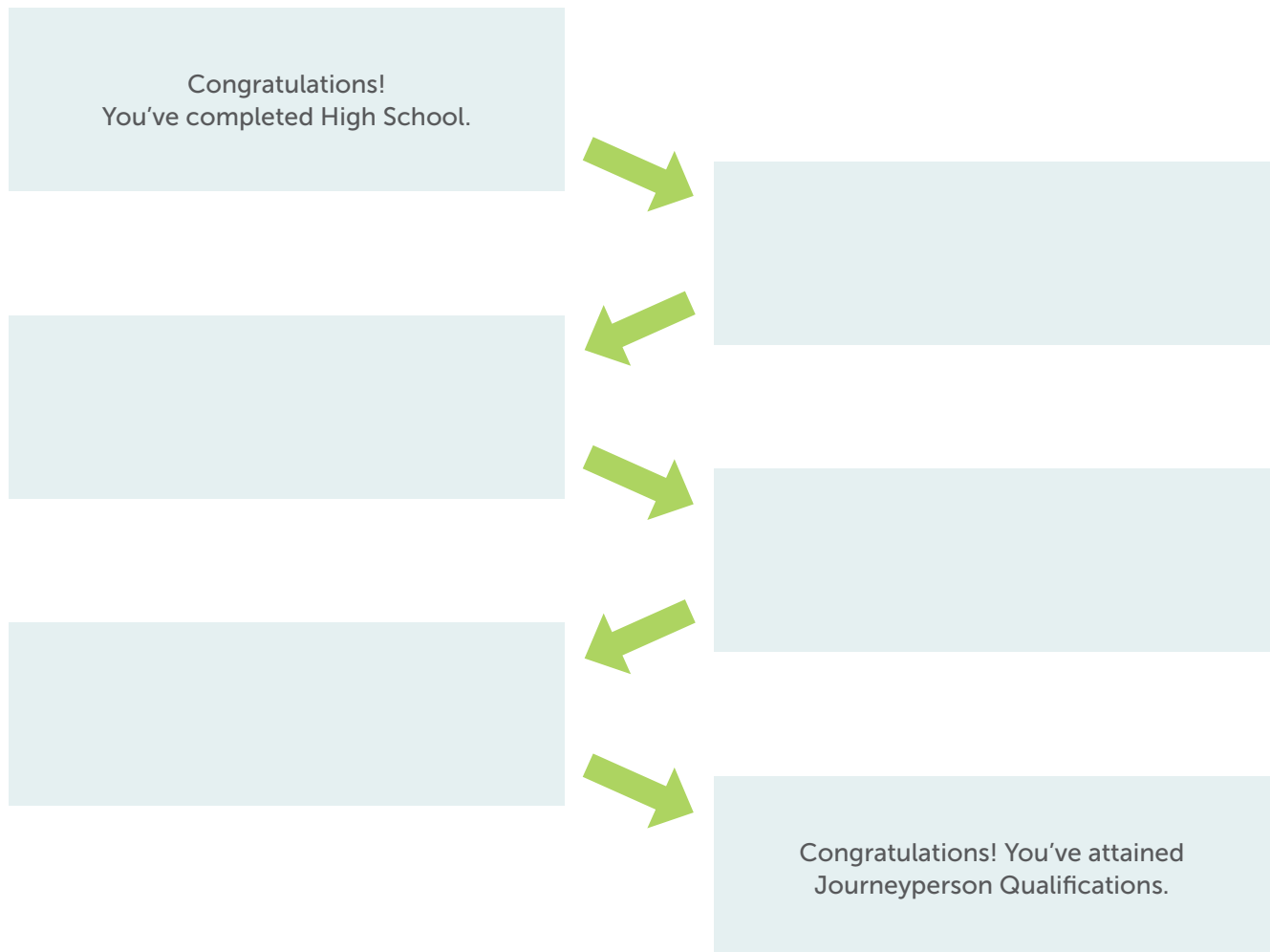
1. Create a display that illustrates the four steps to becoming a journeyperson. Use the flow chart provided below.

Four Steps to Becoming a Journeyperson:

- **Step 1** – Be working in the trade for an employer who is willing to provide the necessary on-the-job training and supervision.
- **Step 2** – Sign an apprenticeship contract with the employer and register with the Saskatchewan Apprenticeship and Trade Certification Commission.
- **Step 3** – Attend technical training for the required number of weeks each year and complete the required number of hours of apprenticeship.
- **Step 4** – Write and pass the journeyperson exam.

Steps in Apprenticeship

In the flow chart below complete the steps from high school to qualifying for a Journeyperson Certificate of Qualification.



CHALLENGE FOUR – Web-based Exploration

- Saskatchewan Apprenticeship & Trade Certification Commission – saskapprenticeship.ca
- SK Labour Market Information – saskatchewan.ca/business/hire-train-and-manage-employees/labour-market-information
- Canadian Apprenticeship Forum – caf-fca.org
- Careers in Trades – careersintrades.ca
- Government of Canada Job Bank – jobbank.gc.ca
- Red Seal trades information – red-seal.ca
- Government of Canada website (programs for skills development) – hrsdc.gc.ca
- Government of Canada Apprenticeship Grants – canada.ca/en/employment-social-development/services/apprentices/grants.html

1. Explore two websites related to apprenticeship from the list above. Record the websites you have explored in the space provided below:

a. _____

2. What is a trade you are interested in the most? _____

3. Find the following items on MyATC (satcc.service-now.com/myatc) and the SATCC website (saskapprenticeship.ca).

a. "Applying for Apprenticeship" knowledge article located in MyATC Client Knowledge

b. Form 6A – Verification of Trade Experience (needs to be the specific form for the trade you are interested in) located on the SATCC website

4. Fill out the Form 6A for the trade you are interested in. Imagine you are applying to apprenticeship and want your previous trade time hours recognized. Write in an employer you might like to be employed with if you were working in that designated trade.

Saskatchewan Youth Apprenticeship - Level Three

CHALLENGE ONE – Apprenticeship Terminology

A full list of apprenticeship terminology and definitions can be found on the [SATCC website](#).

The Process and Benefits of Apprenticeship

1. Apprenticeship: a process of training and certifying workers in specific trades. Apprenticeship involves a formal agreement between an individual who wants to learn a skill and an employer who needs a skilled worker. Apprentices spend approximately 85% of their time working on the job, learning the skills of the trade from a certified journeyperson. Apprentices usually participate in one formal technical training course per year.
2. Brainstorm: Think of reasons individuals might choose apprenticeship in the skilled trades in the following areas:

Satisfaction	Wages
Respect	Opportunities

3. 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.

Apprenticeship Terminology

Complete the following worksheet by matching the definition with the correct term.

_____ Journeyperson	_____ Work (Workplace) Experience/On-the-job
_____ Apprenticeship Training	_____ Training
_____ Saskatchewan Apprenticeship and Trade Certification Commission (SATCC)	_____ Compulsory Apprenticeship
_____ Learner's Certificate	_____ Apprentice
_____ Certificate of Completion of Apprenticeship	_____ Tradesperson
_____ Sub-trade	_____ Interprovincial Standards Red Seal Program
_____ Journeyperson Certificate of Qualification	_____ Designated Trade
	_____ Red Seal Endorsement (RSE)

- A. 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.
- B. 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 journeyman. Upon completion of the final level of training, apprentices are eligible to write the journeyman examination.
- C. 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 Journeyman Certificate of Qualification and has submitted a record book to the SATCC if required for their designated trade.
- D. An individual must be an apprentice or a journeyman 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.
- E. 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.
- F. A national certification program that assists workers seeking employment in any province/territory in Canada.
- G. An individual who has worked at a trade for several years, passed all examinations and has been issued a Journeyman Certificate of Qualification from the Saskatchewan Apprenticeship and Trade Certification Commission or other Canadian apprenticeship authority.
- H. A certificate issued to a person pursuant to Section 29 of The Apprenticeship and Trade Certification Commission Regulations.
- I. A certificate in a designated trade issued to an applicant who has met the eligibility requirements set by the SATCC and trade regulations.
- J. An acronym to use as an enhancement to a journeyman's professional title, representing his/her successful achievement of obtaining the Red Seal endorsement in the given Red Seal trade.
- K. The SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeymen and updating for journeymen.
- L. A branch of a designated trade that is recognized for training and certification purposes.
- M. An individual who is working at one of the non-compulsory designated trades, but is not an apprentice or a journeyman.
- N. 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."

Apprenticeship Post-Secondary Options

Compare and contrast university training with apprenticeship training by placing the statements provided below under the appropriate heading in the chart. Some statements may fit under both categories. Be prepared to explain the reasons for your choices.

- Earn while you learn
- Must have a paid job in the field
- Contract signed
- Training lasts from 2-4 years
- Specific job-related
- 4-month summer holiday
- Find your own job first
- Generally provides training without experience
- Job found after training
- Provides on-the-job training
- 6-10 weeks of classes per year
- Tuition in the thousands of dollars per year
- 8 months of classes per year
- Tuition in the hundreds of dollars per year
- Must attend in Regina or Saskatoon
- Tuition fees paid by individual

University	Apprenticeship

CHALLENGE TWO – Apprenticeship Experience Beyond your School

1. Methods to complete this challenge:

- a. You have spent at least one full day job shadowing a tradesperson or working in a trade.
- b. You have spent at least one day mentoring with a cultural leader in the community (e.g. chief, counsellor, elder's helper).
- c. You have participated in a trade-related work placement for Career/Work Experience 10 & 20 or Career/Work Experience A & B30.

2. Please note job shadowing and mentoring experiences do not have to be restricted to one day nor do they have to be completed during school hours.

3. Trade related experience: _____

Date completed: _____

CHALLENGE THREE – Portfolio

1. What is a career portfolio?

A portfolio is a collection of documents, artifacts or materials which are representative of your academic, leisure and career development activities. Each portfolio is tailored to a particular purpose.

One of the purposes of a career portfolio is to organize your own thinking about your career development. As well, it can assist in the presentation of your qualifications, skills, experience and achievements, especially to employers and admission committees. Carefully selected and constructed, your portfolio is a concrete reflection of who you are, who you hope to become, and what you hope to achieve in your career and personal development.

2. You are going to develop a career portfolio!

You may use portfolio information you have obtained from a Career/Work Experience class you've taken or information you've collected in your physical/electronic portfolio.

3. What to put in a portfolio?

Include at least two things in your portfolio from each of the following sections. You should also include all of the activities and worksheets that you completed while participating in the SYA program.

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
- Cover 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 behaviours 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 Youth Apprenticeship Activities

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

- Trade Report
- Interview with a Journeyperson
- Four Steps to Journey Status Display
- Web-based Exploration
- Apprenticeship Terminology
- Apprenticeship Experience Beyond High School
- Career Fair Information
- Saskatchewan Apprenticeship Program Checklist

4. What do I use as a portfolio?

- Binder
- Scrapbook
- Electronic method

5. How is my portfolio marked?

- Appearance (neat, organized, visually appealing)
- Content (minimum two items from each of the five sections)
- Sask Youth Apprenticeship assignments (all assignments are included and completed thoroughly)

CHALLENGE FOUR – Career Fair

1. Attend a career fair to collect information to compare apprenticeship training with another form of post-secondary opportunity.

Career fair attended: _____

Date attended: _____

Post-secondary opportunities researched: _____

Completion of Saskatchewan Youth Apprenticeship

1. You have completed all of the required assignments. Use the following checklist to verify.
2. You have handed in your portfolio for evaluation. Your portfolio contains all of your SYA assignments.
3. Your name will be submitted to the SATCC for addition to the Saskatchewan Youth Apprenticeship completion list.
4. Once all levels are completed and a request for a certificate of completion is submitted in MyATC, SYA Champions or participants can print off the certificate through MyATC.

Saskatchewan Youth Apprenticeship

	Student Initials	Teacher Initials	Career Counsellor Initials
Level One			
Challenge 1 – PAA Class			
Challenge 2 – Trade Report			
Challenge 3 – Young Worker Readiness Certificate			
Challenge 4 – Apprenticeship & Trades Discussion			
Level Two			
Challenge 1 – PAA Class			
Challenge 2 – Interview with Journeyperson			
Challenge 3 – Four Steps to Journeyperson Certification			
Challenge 4 – Web-Based Exploration			
Level Three			
Challenge 1 – Apprenticeship Terminology			
Challenge 2 – Apprenticeship Experience Beyond Your School			
Challenge 3 – Portfolio			
Challenge 4 – Career Fair			

Congratulations! You've completed the SYA program.

Student Name: _____

Teacher Name: _____

Career Counsellor Name: _____

This resource is not a mandatory requirement of SYA, and can be adapted according to teacher discretion barring that the integrity of the SYA program is upheld.

Original resource compiled by L. Abbott; Prairie Valley School Division.

