

# STEP ONE: Promote

## WHAT IS SASKATCHEWAN YOUTH APPRENTICESHIP?

Saskatchewan Youth Apprenticeship (SYA) is a high school program designed to help students discover the rewards of working in the skilled trades through hands-on experience. The SYA program, which includes 12 activities, enhances students' understanding of apprenticeship and the skilled trades. Among other activities, students complete Practical and Applied Arts courses; interview a journey person; research and write a report on a designated trade; and complete the Young Worker Readiness certificate.

## 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; and
- They receive 300 trade-time hours for full completion of the SYA program.

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. The scholarship program will conclude in 2030.

## 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, 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. You will only need to register your school once.

Find the School Enrolment Request Form, and more information, at [saskapprenticeship.ca/sya-teacher-resources](https://saskapprenticeship.ca/sya-teacher-resources).

## REGISTER 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](mailto:youthapprenticeship@gov.sk.ca).

To enter the SYA program, Saskatchewan secondary students must be at least 14 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

# STEP THREE: Track

## Saskatchewan Youth Apprenticeship Levels

SYA Champions can update their youth apprentices' progress through MyATC. This service allows SYA Champions to check off completed challenges or discontinue students who have not completed the program.

Visit [satcc.service-now.com/myatc](http://satcc.service-now.com/myatc) to log into your MyATC account.

For further help with tasks within MyATC, visit the [MyATC knowledge centre](#).

### 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-teacher-resources/](http://saskapprenticeship.ca/sya-teacher-resources/). A full list of approved PAA courses for this SYA requirement can be found at [saskapprenticeship.ca/apprenticeship-information/](http://saskapprenticeship.ca/apprenticeship-information/).

#### CHALLENGE TWO – Trade Report

Students can use the SATCC “What is Apprenticeship?” and the “High School to Apprenticeship” pamphlets to select a designated trade. The pamphlets can be found on the website at [saskapprenticeship.ca](http://saskapprenticeship.ca). Further research can be done online through other websites such as:

- [caf-fca.org](http://caf-fca.org)
- [jobbank.gc.ca](http://jobbank.gc.ca)
- [red-seal.ca](http://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](http://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](mailto: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 – Online Research

Teachers can provide potential research sources from the list below and by recording valuable web resources found by students. Teachers are to develop a reporting mechanism to suit their students, 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](http://saskapprenticeship.ca)
- Canadian Apprenticeship Forum – [caf-fca.org](http://caf-fca.org)
- Careers in Trades – [careersintrades.ca](http://careersintrades.ca)
- Government of Canada Job Bank – [jobbank.gc.ca](http://jobbank.gc.ca)
- Red Seal trades information – [red-seal.ca](http://red-seal.ca)
- Government of Canada website (programs for skills development) – [hrsdc.gc.ca](http://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 at [saskapprenticeship.ca/sya-teacher-resources](http://saskapprenticeship.ca/sya-teacher-resources)) 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 6-8 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, submit Student Enrolment Tracking Forms through [MyATC](#) and indicate that the certificates of completion are desired. We encourage you to submit the request for certificates of completion as close to Grade 12 graduation as possible, as the benefits awarded for completing the SYA program expire five years from the date the certificate is issued. Once the certificate is issued, SYA Champions or participants can print off the certificate through MyATC.

For further help with tasks within MyATC, visit the [MyATC knowledge centre](#).

Student Enrolment Tracking Forms are available online at [saskapprenticeship.ca/sya-teacher-resources](https://saskapprenticeship.ca/sya-teacher-resources).



# SYA Frequently Asked Questions

## 1. What is SYA?

Saskatchewan Youth Apprenticeship (SYA) is a high school program designed to help students discover the rewards of working in the skilled trades through hands-on experience. The SYA program, which includes 12 activities, enhances students' understanding of apprenticeship and the skilled trades. Among other activities, students complete Practical and Applied Arts courses; interview a journeyperson; research and write a report on a designated trade; and complete the Young Worker Readiness certificate.

## 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?

Students can register in the SYA program as early as Grade 9. The SYA program takes about 10-12 hours to complete (excluding work experience and PAA credits). However, a student in Grade 12 committed to completing the program could do so 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 apply for the program through [MyATC](#). Students will require a [Saskatchewan Account](#) and must select MyATC as a service to connect to their account. A guide to MyATC registration for students can be found at [saskapprenticeship.ca/myatc](https://saskapprenticeship.ca/myatc). Once in MyATC, they can submit an SYA application.

## 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, submitting progress through MyATC and requesting and printing off SYA certificates shortly before graduation for students completing the program.

## 6. How do schools access SYA certificates?

Once students have completed all three levels of SYA, SYA Champions should submit Student Enrolment Tracking Forms through [MyATC](#) and indicate that the certificates of completion are desired. SYA Champions should submit the request for certificates of completion as close to Grade 12 graduation as possible, as the benefits of completing the SYA program expire five years from the certificate being awarded. Once the certificate is issued, SYA Champions or participants can print off the certificate through MyATC.

## 7. How do SYA schools and participants use MyATC?

SYA schools can approve youth apprentice applications, update SYA participants' progress and access completion certificates through MyATC. Students can apply for the SYA program, view levels completed and print their completion certificates. Guides for registering for MyATC can be found at [saskapprenticeship.ca/myatc](https://saskapprenticeship.ca/myatc) and the knowledge centre within MyATC contains guides for completing the most common SYA tasks.

# 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; has successfully completed 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 in the designated trades which require a record book.

**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.

**Subtrade:** 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 journeyperson. They must work a set number of hours before applying to have their skills assessed. If approved, they could challenge the journeyperson exam.

**Trade Qualifier (TQ):** A tradesperson who is not a registered apprentice, but has established eligibility to challenge a certification examination.

**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. Please note, a nomination does not guarantee selection. Typically the number of nominations received exceeds the number of scholarships available.

The scholarship program will conclude in 2030.