


Special Project Credit
with a Focus on Career Safety Education

Overview/Guidelines



Special thanks to our valued program partners



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Creating a Province of Safety Excellence

 Saskatchewan Safety Council

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www.sasksafety.org

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Saskatchewan Safety Council has developed this Overview Document and options to consider supporting Saskatchewan youth interested in developing an individualized Special Project Credit. Interested students must follow the [Saskatchewan Ministry of Education Policy](#). This credit is optional for youth in Saskatchewan who are registered in secondary programming grades 10-12.

Note: The proposed template must be completed by the student and approved by student's principal prior to beginning the project. The Special Project Credit Template can be found within the [Saskatchewan Ministry of Education Policy](#) document on page 13.

Examples to develop a proposed template can be found in this Overview Document on [page 6](#).

It is suggested that students register for the Career Safety Education program to complete a portion of the 100 hours required to receive credit.

The Career Safety Education program includes:

Core Component Courses:

- *Young Worker's Readiness Certificate Course* (workers' rights, employers rights)
 - 2-5 hours to complete
- *Mental Health: Wellness Strategies* (mental health, recognize stress, improve mental wellness)
 - 2-5 hours to complete
- *Workplace Hazardous Materials Information System 2015* (identify, handle, and store chemicals safety and properly)
 - 2-5 hours to complete

At Minimum Complete **One** Industry Orientation Course:

Consideration may be given to complete all industry orientation training courses to earn hours for this Special Project Credit.

- *Online Agriculture Training System* (obtain health and safety training for working on a farm)
 - 5-8 hours to complete
- *Roadbuilders Safety Training System* (obtain safety training for working in road construction)
 - 5-8 hours to complete
- *Safety Construction Orientation Training* (provides an overview for individuals interested in working in the trades or construction)
 - 5-8 hours to complete
- *Workplace Assessment and Violence Education* (learn how to approach people in a safe manner when working in healthcare).
 - 5-8 hours to complete

Options to Consider When Developing Individualized Special Project Credit:

Please note the list below are suggestions to consider and not a conclusive list of options. Each student is responsible to design their own template to meet individualized interests.

1. Register and complete the Career Safety Education Program. To register for this program, complete the Youth Registration Form: <https://www.sasksafety.org/career-safety-education.html#Youth>.
2. Research resume development and create a personal resume and portfolio.
3. Develop a research project after each certification focused on safety in that industry.
4. Interview an individual in a particular safety field; Construction, Health, Agriculture, etc.
5. Create a PowerPoint presentation and present to a select audience.
6. Create a multi-media video and present to a selected audience.
7. Complete a job shadow in the safety field. Log your hours and journal your experiences.
8. Create a graphic design related to the safety sector.
9. Create a communication strategy to educate the general public on injury prevention awareness in a specific sector.
10. Attend a safety training conference and write a report.

11. Create a lesson plan for a specific age demographic.
12. Design a brochure or pamphlet to educate the public.
13. Create a poster pertaining to health and safety.
14. Complete Saskatchewan Safety Council's free Fall Protection Online Training Course: <https://ssc.mclms.net/en/package/892/course/1322/view>.
15. Complete Motor Safety Association's free Defensive Driving Online Training Course: <http://www.motorsafety.ca/driving-defensively-online-registration>.
16. Complete Motor Safety Association's free Eye, Hand & Back Online Training Course: <http://www.motorsafety.ca/eye-hand-back-online-registration>.
17. Complete Motor Safety Association's free Office Ergonomics Online Safety Training Course: <http://www.motorsafety.ca/msa-online-training>.
18. Complete Canadian Centre for Occupational Health and Safety's free Pandemic Awareness Online Training Course: https://www.ccohs.ca/products/courses/pandemic_aware/.
19. Complete Canadian Centre for Occupational Health and Safety's free Orientation on Health and Safety for New Agriculture Workers Online Training Course: <https://www.ccohs.ca/products/courses/agriculture/>.
20. Complete a hazard assessment in your home, complete a report of your findings.
21. Create a fire escape plan in your school, conduct a fire drill.
22. Create a fire escape plan in your household, conduct a fire drill.
23. Write an Emergency Response Plan, present to a select audience.
24. Complete a hazard control search in a particular safety field; Construction, Health, Agriculture, etc. Then complete a report on the findings while conducting the search.
25. Conduct a survey, collate results and share with industry sector.
26. Create an informational banner to be posted in your community or displayed in your school.
27. Other options

Special Project Roles and Responsibilities

(As Outlined by [Saskatchewan Ministry of Education Guidelines for Special Project Credit](#))

Student:

- Identify to appropriate school personnel interest in pursuing a Special Project Credit as per the school administrative procedure or policy.
- Complete a student-initiated and designed project proposal using the [Special Project Credit Proposal Template](#) with support from supervising teacher and/or project mentor. The Saskatchewan Safety Council has developed suggestions to consider when creating your individualized template, these can be found on [page 6](#) of this document.
- Upon approval of the proposal, complete the work required.
- Provide evidence of learning and a minimum of 100 hours of work.
- Communicate with supervising teacher as outlined in proposal.

Parents/Guardians:

- Review with the student a variety of ideas for potential projects that would be personally interesting and engaging for the student.
- Review the project proposal with the student to gain understanding of the project plan including timelines, goals, activities and assessments.
- Check in with the student during the project to determine how the student is progressing and help identify supports that may be required for the successful completion of the project.
- Assume any liability and responsibility related to the student's work.

Supervising Teacher:

- Draw on educational background to assist the student and mentoring journey person in completing the [Special Project Credit Proposal Template](#) to ensure meaningful learning, academic rigour and compliance with the school division's and the conseil des écoles fransaskoises/school's Administrative Procedure/Policy for Special Project Credits.
- Ensure project is designed to meet the needs of the individual student and the learning is sufficiently different from provincial courses and locally developed courses. Options to consider are provided in this Overview Document: [Saskatchewan Safety Council – Special Project Credit Proposal Template](#).
- Facilitate approval process prior to the student beginning the work.
- Ensure the project mentor understands their role.
- Monitor the student's progress by communicating with the student and mentor.
- Determine a final mark of Standing Granted (no percentage mark will be assigned) based on mentor assessment and own evaluation of student work submitted (**Note:** The mentor would be contributing to student evaluation based on expertise in the project area. The supervising teacher may lack background in the project area but would assess student and mentor submitted evidence (e.g., final project presentation, journal entries, video documentation) of achievement of project outcomes).
- Submit a final mark of SG to the principal for sign off and addition to student official mark record. Refer to [Form 8.1 Secondary Level Non-Academic Courses – New Mark Addition](#).

Program Mentor:

- Draw on project-related expertise to assist student in developing the proposal for meaningful growth as well as achievement of the project goals.
- Work directly with the student to provide coaching, instruction, training, or other supports as outlined in the proposal.
- Supervise the student.
- Provide ongoing feedback to the student as determined in the proposal.
- Provide periodic reports to the supervising teacher concerning the student's progress as determined in the proposal.
- Draw on project-related expertise to assess and evaluate the student's progress towards achievement of the project goals.

Principals:

- Ensure division administrative procedures are followed.
- Review project for rigour and approve project proposal and sign prior to the student beginning the work.
- Sign off on final mark and submit to the Ministry of Education in the usual manner. (**Note:** Special Project Credits are tied to the principal's or supervising teacher's certificate.)
- Keep the project proposal on file for five years.

Superintendent or Designate:

- Ensure division administrative procedures are followed.
- Review and approve project proposal prior to student beginning the work.

Questions and Answers

Q. What does the application look like?

A. **Blank template** – found in the [Saskatchewan Ministry of Education Policy](#) document on page 13.

Options to consider - are provided in this Overview Document: [Saskatchewan Safety Council – Special Project Credit Proposal Template.](#)

Q. What are the deadlines?

A. The [Special Project Credit Proposal Template](#) must be completed by the student and approved by the principal and school division superintendent (or designate) prior to the student beginning the project. Any other timelines are determined locally.

Q. What do we mean by 100 hours of work?

A. 1 credit = 100 hours. The expected start and completion dates and an outline of how the required amount of time (100 hours) must be clearly outlined in the proposal to receive the credit. The work must include all aspects of the learning such as theory, practice, etc.

Q. Is there a timeline framework to complete a special project credit? Does it have to be completed within the school calendar year, or can it flow over the course of 2 academic years, or be completed in part during the summer/holiday months?

A. There is no time limit, however, students must be enrolled in the school/division. The timeline should be identified in the [Special Project Credit Proposal Template](#). Any adjustments to the timeline must be recorded on the proposal for future reference and auditing. It is recommended to complete the Career Safety Education program within one school year.

If you have questions regarding this Overview Document, please contact:

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Regina, Saskatchewan S4N 6E2
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Toll Free: (855) 280-7115
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Saskatchewan Safety Council - Special Project Proposal Sample Template

Options to consider

This is a sample template with options to consider. The Special Project Credit Template you must complete can be found within the [Saskatchewan Ministry of Education Policy](#) document on page 13.

Please Print

Section 1: Student Information	
Last Name:	First Name:
Grade:	School:
Section 2: Project Overview	
The section below provides guidance on how to develop a project plan with guiding questions to help reflect upon your learning. T	
Project Title/Topic: Special Project Credit: with a focus on Career Safety Education (Options to consider)	Course Level: <div style="text-align: right;"> 10 20 30 </div>
Project Description (attach additional documentation if required): The Career Safety Education program through Saskatchewan Safety Council is designed will assist youth to develop the skills and attitudes necessary to learn and live safely while allowing them to have flexibility in selecting safety training that is beneficial, recognized and valuable to employers in their regional industries. I will participate and complete (list your individual selected safety certification programs and related assignments); I will create a personal resume and portfolio upon completion of safety certificates listed above. I will obtain knowledge and skills by completing a variety of hands-on assignments to fulfill the hours of completion.	Guiding Questions: <ul style="list-style-type: none"> • What are you going to do for your project? • What do you hope to accomplish? • Who or what organizations are going to be involved? • Who will be supporting you during this project (e.g., a mentor from the community, a teacher, an Elder)? • How does your special project differ from or build upon what you have learned in school?

<p>Project Rationale (attach additional documentation if required):</p> <p>Refer to guiding questions to complete this section.</p> <p>Examples:</p> <p>I am interested in this project as it will provide an opportunity to explore potential career pathways in safety and injury prevention fields.</p> <p>This project will offer practical learning outside my regular credit selections.</p> <p>After completion I will have the knowledge and skills that should impact my decisions to prevent injury for myself and others in my community and possibly lead to a career in this field.</p> <p>This project will influence my community as I will share my knowledge and volunteering with applicable organizations.</p> <p>This project will influence my personal goals to get lifelong learning experiences and build relationships with mentors in this field of study. My project will influence my personal goal to develop a personal resume/portfolio that reflects my knowledge and skill set. This will prepare me to transition to post-secondary and career related opportunities.</p>	<p>Guiding Questions:</p> <ul style="list-style-type: none"> • Why are you interested in or passionate about this project? • How will this project impact you and influence your future goals? • In what ways will your project impact your community?
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<p>Student Background (attach additional documentation if required):</p> <p>This project is different from other subjects as it is an extension into a field that is not attached to one subject in schools.</p> <p>It will allow me to research the career pathways and industry recognized certifications available in the safety industry and provide flexibility for me to select areas of interest.</p>	<p>Guiding Questions:</p> <ul style="list-style-type: none"> • Do you have previous experience in this area of study? If so, please describe. • How is this project going to be? different from, or an extension of, what you have studied in school?
<p>Project Goals, Learning Activities and Project Documentation (attach additional documentation if required):</p> <p>Project Goals</p> <ul style="list-style-type: none"> • Increase my knowledge of safety and apply this knowledge to prevent injuries at work, home and school. • Be an advocate for cultural shift to keep injury prevention as a priority and support Mission Zero. • This may vary depending on the safety courses you select to complete your Special Project Credit: <p>Core Modules of Career Safety Education:</p> <ul style="list-style-type: none"> ○ <i>Young Worker's Readiness Certificate Course</i> - I will learn my rights as an employee but also the rights of my employer. ○ <i>Mental Health: Health and Wellness Strategies</i> - I will learn how to manage stress and maintain mental wellbeing. ○ <i>Workplace Hazardous Materials Information System 2015</i> - I will learn how to store and handle chemicals safely and understand how to read chemical labels. <p>Industry Orientation Courses:</p> <ul style="list-style-type: none"> ○ <i>Safety Construction Orientation Training</i> - I will learn how to be safe while working in the trades and on construction sites. ○ <i>Workplace Assessment and Violence Education</i> - I will learn to respond and react to violence when working in a healthcare field. ○ <i>Online Agriculture Training System</i> - I will learn how to recognize hazards while working or living on a farm or in a rural community. ○ <i>Roadbuilders Safety Training System</i> - I will learn safety training for working in road construction. 	<p>Guiding Questions:</p> <ul style="list-style-type: none"> • What do you hope to learn? • What knowledge/skills will you acquire or improve by pursuing this project? For example: <ul style="list-style-type: none"> ○ leadership abilities ○ teamwork ○ technological applications ○ artistic processes • How are you going to demonstrate that you achieved your goals? You might document your learning, for example, through: <ul style="list-style-type: none"> ○ journal entries or logs ○ video or other media ○ presentation or demonstration ○ observation notes from your mentor ○ periodic and final reports • How will you challenge yourself and target different ways of learning? For example, through: <ul style="list-style-type: none"> ○ critical thinking ○ researching ○ skill building ○ designing, modelling or creating

Learning Activities

Options to consider:

1. Register and complete the Career Safety Education Program. To register for this program, complete the Youth Registration Form:
<https://www.sasksafety.org/career-safety-education.html#Youth>.
2. Research resume development and create a personal resume and portfolio
3. Develop a research project after each certification focused on safety in that industry.
4. Interview an individual in a particular safety field; Construction, Health, Agriculture, etc.
5. Create a PowerPoint presentation and present to a select audience.
6. Create a multi-media video and present to a selected audience.
7. Complete a job shadow in the safety field. Log your hours and journal your experiences.
8. Create a graphic design related to the safety sector.
9. Create a communication strategy to educate the general public on injury prevention awareness in a specific sector.
10. Attend a safety training conference and write a report.
11. Create a lesson plan for a specific age demographic.
12. Design a brochure or pamphlet to educate the public.
13. Create a poster pertaining to health and safety.
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15. Complete Motor Safety Association's free Defensive Driving Online Training Course: <http://www.motorsafety.ca/driving-defensively-online-registration>.
16. Complete Motor Safety Association's free Eye, Hand & Back Online Training Course: <http://www.motorsafety.ca/eye-hand-back-online-registration>.
17. Complete Motor Safety Association's free Office Ergonomics Online Safety Training Course: <http://www.motorsafety.ca/msa-online-training>.
18. Complete Canadian Centre for Occupational Health and Safety's free Pandemic Awareness Online Training Course:
https://www.ccohs.ca/products/courses/pandemic_aware/.
19. Complete Canadian Centre for Occupational Health and Safety's free Orientation on Health and Safety for New Agriculture Workers Online Training Course: <https://www.ccohs.ca/products/courses/agriculture/>.
20. Complete a hazard assessment in your home, complete a report of your findings.
21. Create a fire escape plan in your school, conduct a fire drill.
22. Create a fire escape plan in your household, conduct a fire drill.
23. Write an Emergency Response Plan, present to a select audience.
24. Complete a hazard control search in a particular safety field; Construction, Health, Agriculture, etc. Complete a report on the findings while conducting the search.
25. Conduct a survey, collate results and share with industry sector.
26. Create an informational banner to be posted in your community or displayed in your school.
27. Other options

Project Documentation:

- Present safety certificates completed through Career Safety Education.
- Present a personal resume.
- Present a portfolio including all assignments and documentation.

Project Plan (attach additional documentation if required):

- Minimum 100 hours: start date - end date (To be determined by student)
- Resources will vary depending on certification selection and assignments. This is determined by choices.
- Meet with my teacher once a week to update on progress.
- Teacher will sign off check list once certifications and assignments are complete.

Guiding Questions:

- What is the project timeline? (minimum of 100 hours)
 - start/end dates
 - hours per day/week
- What resources will you need?
- How often will you meet with supervising teacher and/or mentor?
- How will you share your learning with others? For example:
 - peers
 - community
 - school

Sections 3 - 5: To be completed by the school's supervising teacher in collaboration with student and mentor.

Section 3: Supervising Teacher Information											
Last Name:						First Name:					
Phone Number:											Email:
Section 4: Project Mentor Information (if applicable)											
Last Name:						First Name					
Phone Number:											Email:

Section 5: Monitoring, Assessments and Evidence of Learning	
<p>(Please refer to the student's statements in Section 2: Project Goals, Activities and Assessment. How will the project be monitored? What is the communication plan for reporting to ensure student, mentor, parent/guardian and teacher are informed? How will the learning be presented for assessment [video journal, photos, etc.]?)</p>	
<p>Evidence of Learning: Options to consider: Times will vary.</p> <ul style="list-style-type: none"> • Career Safety Education program is complete. • Personal resume is complete. • Portfolio is complete. 	<p>Assessments:</p> <ul style="list-style-type: none"> • My learning will be presented through producing certification, assignments, photos, videos, journal entries, and blog entries. • I will produce Special Project Credit Student log to verify hours with mentor signature. • Other

Attach additional pages if needed.

Student

Signature

Day	Mon	Year		

Parent/Guardian

Signature

Day	Mon	Year		

School's Supervising Teacher

Signature

Day	Mon	Year		

Project Mentor

Signature

Day	Mon	Year		

Principal or Designate

Signature

Day	Mon	Year		

Superintendent (or designate) /
Director of Independent Schools &
Home-based Education, Ministry of
Education /Approved Program
Supervisor Name

Signature

Day	Mon	Year		

**** The signed proposal is to be kept in the Student Cumulative file for 5 years. ****

Special Project Credit Student Log (sample)

Name: _____

A minimum of 100 hours are required for Special Projects. Please log the hours below and have the project mentor sign off.

Date (mm/dd /year)	# of Hours	Mentor Signature	Date (mm/dd /year)	# of Hours	Mentor Signature

