

Student Checklist (Skilled Trades)

Student Name: _____

School: _____

Congratulations on choosing to pursue a High Skills Major Certificate in Skilled Trades!

This checklist will help you track your progress throughout high school, as you engage in career exploration, community-based learning, and skill development. Please note that the High Skills Major Certificate is an independent certification. **You are responsible for tracking your progress and ensuring all requirements are completed.**

HSM Leads are your primary contact for support. They verify checklists and portfolios and sign off on required milestones. Connect with your HSM Lead as you work through your requirements. [Find your HSM Lead here.](#)



Focused Course Selection

Course availability varies by school. Courses are listed in the language(s) they are offered.

The same course cannot be used in multiple categories (Core Learning, Co-operative Education, and Supplementary Learning).

Co-operative Education placements must be in a Skilled Trades environment.

Students who graduate with HSM in Skilled Trades may be eligible for additional opportunities. See the [incentives page](#) for details.

An asterisk (*) indicates that the course is available through the Nova Scotia Virtual School.

a) Core Learning

1 credit:

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List of available courses:

CREDIT	COURSE NAME
1.0	Construction Technology 10
1.0	Family Studies 10 Choose 2 half credits: • Food for Healthy Living 10 • Food Preparation and Service 10 • Food in Society 10 • Food Technology 10
1.0	Service Trades 10
1.0	Skilled Trades 10

b) Co-operative Education

1 credit:

☐

List of available courses:

CREDIT	COURSE NAME
1.0	Co-operative Education 11* / Éducation coopérative 11*
1.0	Co-operative Education 12* / Éducation coopérative 12*
1.0	Skilled Trades Co-operative Education 12

Co-op Reflection and Evidence of Placement

☐ Uploaded to myBlueprint



Focused Course Selection

c) Supplementary Learning

2 credits:

☐
☐

List of available courses:

CREDIT	COURSE NAME
1.0	Construction Technology 12
1.0	Construction Trades 11
1.0	Co-operative Education Choose 1 credit: • Co-operative Education 11* / Éducation coopérative 11* • Co-operative Education 12* / Éducation coopérative 12* • Skilled Trades Co-operative Education 12
1.0	Culinary Trades 11
1.0	Electrotechnologies 11
1.0	Energy, Power, and Transportation 11
1.0	Entrepreneurship/Business Choose 1 credit: • Entrepreneurship 12* / Entrepreneuriat 12 • Indigenous Entrepreneurship 11 • Indigenous Entrepreneurship 12 • Business Management 12
1.0	Food Studies and Hospitality 12
1.0	Manufacturing Trades 11
1.0	Production Technology 11
1.0	Production Technology 12
1.0	Tourism 11* / Tourism 12
1.0	Transportation Trades 11

Reflect on the two courses you selected from the Supplementary Learning list and how they relate to your chosen career path.

Consider how the knowledge, skills, or experiences you gained in each course can support your future goals. How did each course help you develop relevant skills, explore your interests, or deepen your understanding of the career pathway? What connections can you make between what you learned and the expectations or opportunities in your chosen field?

When your reflections are complete, upload them to [myBlueprint](#).

Reflection of Supplementary Learning 1 ☐ Uploaded to myBlueprint

Reflection of Supplementary Learning 2 ☐ Uploaded to myBlueprint



Community-Based Learning

a) At least 2 community-based experiences

In addition to Co-operative Education (in Focused Course Selection), participate in at least 2 different community-based learning experiences related to skilled trades, that combine to total at least 4 hours. Experiences should be documented below, with supplementary text and/or photos uploaded to your student portfolio on [myBlueprint](#). Any additional experiences (not listed below) can be uploaded to your student portfolio on [myBlueprint](#) to showcase for future employers or post-secondary institutions.

Examples may include (but are not limited to):

- participation in a volunteer, community, or service-learning project related to skilled trades
- working with an Elder, community mentor, or knowledge holder
- attendance at a career fair, conference, or workshop
- participation in a local, provincial, or national competition (e.g., Skills Canada–Nova Scotia)

1	Description	
	☐ Uploaded to myBlueprint	
	Date(s) of experience	Name of supervisor/teacher
2	Description	
	☐ Uploaded to myBlueprint	
	Date(s) of experience	Name of supervisor/teacher
3	Description	
	☐ Uploaded to myBlueprint	
	Date(s) of experience	Name of supervisor/teacher
4	Description	
	☐ Uploaded to myBlueprint	
	Date(s) of experience	Name of supervisor/teacher



Training & Certification

Complete a minimum of 6 training opportunities or certifications related to Skilled Trades. There are 4 required certifications, and at least 2 additional certifications. Any additional training opportunities can be uploaded to your student portfolio on [myBlueprint](#) to showcase for future employers or post-secondary institutions. Some certifications are completed during Co-Op or other courses. Your HSM Lead can help you navigate your certifications.

a) 4 required certifications

TRAINING OPPORTUNITIES OR CERTIFICATIONS	DATE OF COMPLETION	UPLOADED TO MYBLUEPRINT
Workplace Hazardous Materials Information System (WHMIS)		☐
Occupational Health and Safety (e.g. Safe@MyJob)		☐
Safe Spaces Make Great Workplaces (Nova Scotia Human Rights Commission)		☐
Working with Abilities (Nova Scotia Human Rights Commission)		☐

b) At least 2 additional certifications

Examples may include (but are not limited to):

- [Building Futures for Youth Safety Training](#)
- Emergency First Aid and CPR
- Fall Protection
- Food Handlers
- NS Best Service Excellence Training
- [WCB & Me](#) (Workers Compensation Board Training)
- Scaffolding Awareness
- [Serve it Up! Safety Training](#)
- [TestDrive Safety Training](#)
- [JA Entrepreneurial Trades](#)

TRAINING OPPORTUNITIES OR CERTIFICATIONS	DATE OF COMPLETION	UPLOADED TO MYBLUEPRINT
		☐
		☐
		☐
		☐



Portfolio

a) myBlueprint

Your student portfolio on myBlueprint must demonstrate that you have met the qualifications for High Skills Major in Skilled Trades. Add to your portfolio throughout high school. Once complete, it needs to be reviewed by your HSM Lead.

☐ I have completed my portfolio

TO BE COMPLETED BY HSM LEAD

The student has met the requirements for the Nova Scotia High Skills Major Certificate ☐ Yes ☐ No

Date of review _____ Reviewed by _____