



Young Worker Readiness Certificate Course

Fourteen and 15 year olds are required to complete the Young Worker Readiness Certificate Course (YWRCC) before starting work in Saskatchewan.

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Contact Us

Employment Standards

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1. Overview

In Saskatchewan, the minimum age of employment is 16. If you are 14 or 15 years old, and able to work, you must complete the following before starting to work:

1. Complete the YWRCC and obtain a Certificate of Completion;
2. Provide your employer with a copy of your Certificate of Completion; and
3. Provide your employer with proof of age and written consent from a parent or guardian.

Employers are required to keep a copy of the young worker's Certificate of Completion, proof of age, and consent from a parent or guardian on file.

If you are 14 or 15 years old and have completed the YWRCC, you will also need to be aware of the employment standard restrictions for 14 and 15 year olds, which include:

- You cannot work after 10 p.m. the night before a school day;
- You cannot work before classes begin on a school day; and
- You cannot work more than 16 hours in a school week.

During school breaks such as Christmas holidays or summer vacation, these restrictions do not apply and you can work the same hours as other employees. All other employment standards apply to you.

There are also industries where you can and cannot work if you are under the age of 18. See [Minimum Age and Workplace Restrictions for Young Workers](#).

2. Benefits

Inexperienced young workers are more likely to get hurt on the job and are less likely to know about employment standards than more experienced workers.

The YWRCC will teach you about workplace health and safety. You will also become more knowledgeable about your workplace rights and responsibilities and those of your employer.

This course will help prepare you for the job market and make you aware of your safety and workplace rights and responsibilities.

3. How to Take the Course

To complete the YWRCC and obtain a Certificate of Completion, you can take the course online or use a paper a pencil version.

It is recommended that the YWRCC be completed online. To complete the YWRCC online, you must:

1. Have access to an up to date desktop or laptop with speakers (or headphones). The course can also be taken using a tablet. Smartphones are not recommended.
2. Ensure that your computer has the following technology:
 - o Up-to-date internet browser. We recommend Google Chrome or Safari.
 - o [Flash Player](#)
 - o [Acrobat Reader](#)
3. Have access to a printer to print your Certificate of Completion at the end of the course. If you do not have access to a printer, you can save your certificate as a PDF and print it elsewhere.

Once you have all of the technical requirements, you must:

1. Click the link [Take the YWRCC](#).
2. Decide if you would like to take the High Bandwidth or Low Bandwidth version of the course.
3. Create an account and login. User accounts will be active for 120 days. At any time throughout the course, you can logout and restart where you left off by logging back into the course using your account information.
4. Navigate the course.
5. Take the YWRCC test. You will need to score 75% or higher to receive a Certificate of Completion.
6. Print your Certificate of Completion.
7. Make extra copies of your Certificate of Completion. Keep one for your records and provide the others to potential employers with your job application. Please note: if you lose your Certificate of Completion or change jobs and do not have any copies, you will need to re-write the test to obtain another Certificate of Completion.

If you cannot take the course online, you can complete the YWRCC using a paper and pencil version. To obtain a copy of the [YWRCC Guide and Workbook](#), you can print a copy or contact the Employment Standards Division at 1-800-667-1783 to request a copy be mailed out to you.

Once you have a copy of the YWRCC Guide and Workbook:

1. Complete the Guide and Workbook and take the YWRCC Test.

- Take the YWRCC Test by going online, creating an account and clicking the 'Test' tab (see online steps 6, 7, and 8 once you have completed the online test); or
 - Obtain a hard copy test from the Employment Standards Division at 1-800-667-1783.
 - Mail the completed hard copy test to the Employment Standards Division following the instructions included with the test.
 - If you pass the test, the Employment Standards Division will mail you a copy of your Certificate of Completion. If you do not pass the test, you will receive a notice in the mail stating that you will need to re-write the test.
2. Make extra copies of your Certificate of Completion. Keep one for your records and provide the others to potential employers with your job application. Please note: if you lose your Certificate of Completion or change jobs and do not have any copies, you will need to re-write the test to obtain another Certificate of Completion.
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4. Information for Educators

If you are an educator administering the course in your classroom, it is recommended you use the online version of the course. Each student will need:

- A computer or tablet with an up-to-date browser;
- Headphones;
- Access to a printer; and
- An email address to create their user account.

Please ensure that the online course is noted as a safe site within your school's firewalls.

The course can be taken using a high bandwidth or low bandwidth version depending on the internet connection your school has.

Each student will need to create a user account and login to the course. User accounts will be active for 120 days. Once an account has been created, users will then be able to navigate the course.

The YWRCC is separated into three modules:

1. Understanding the World of Work
2. Fairness at Work
3. Workplace Health and Safety

Throughout the course, students will be highly engaged through the use of videos, sounds, animations and games. At any time throughout the course, students can log off and then log back in to resume where they left off. Students can also login and finish the Course at home if unable to complete during class time.

The course will take approximately 2-3 hours to complete. Once the students have completed the course, they will need to take the Test to obtain a Certificate of Completion.

Students must obtain a mark of 75% or higher in order to receive their certificate. If they do not pass the test, they can take the test again. Students also have the option to go directly to the test once they sign in without having to navigate through the full course. It is recommended that students print several copies of their Certificate of Completion once they have successfully completed the test.

If you do not have the resources to administer the course using the online version, a paper and pencil version is available. To use the paper and pencil version within your classroom:

1. Download and print the [YWRCC Guide and Workbook](#).
2. Have students complete the guide and workbook.
3. Have students complete the test online by creating an account and logging into the online version of the course. Students can go directly to the test by clicking the 'Test' tab.

4. A hard copy of the test is also available for those unable to complete the test online. To obtain hard copies, contact the Employment Standards Division at 1-800-667-1783. Please ensure to advise us how many copies of the test you will require. All tests are different to ensure copying of the tests cannot occur.
5. Once your students have completed the test, you can send the completed tests back to the Employment Standards Division for marking. A Certificate of Completion will be sent to each student who receives 75% or higher on the test.
6. For students that do not pass the test, the Employment Standards Division will send a notice advising that the student will need to re-take the test.

Le Cours du Certificat de préparation des jeunes travailleurs - Guide et cahier d'exercices est aussi disponible en français.

5. Take the YWRCC

Ready to take the Young Worker Readiness Certificate Course?

Take the YWRCC Now

To complete the YWRCC using the paper and pencil version, download a copy of the [YWRCC Guide and Workbook](#) or contact the Employment Standards Division at 1-800-667-1783 to request a copy be mailed to you.

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6. Further Information

Employees and employers should work together to ensure their workplace is fair and safe. As a young worker remember:

- If it feels wrong, it probably is wrong.
- Just ask.
- There is no such thing as a stupid question.

There are many additional resources that you can view to help ensure you are treated fairly and work safe.

- WorkSafe Saskatchewan provides health and safety tips for employers, parents and teachers of young workers.
- Employment Standards provides information on the rights and responsibilities related to wages and pay, vacations and holidays and how to file an employment standards complaint if you are not being treated fairly.

- If you are injured at work, the Workers' Compensation Board provides information on the steps you need to take if you are injured including how to file an incident report.

If you have any questions related to the YWRCC, please contact 1-800-667-1783 or ywrcc@gov.sk.ca.

We need your feedback to improve [saskatchewan.ca](https://www.saskatchewan.ca). Help us improve