



APPRENTICESHIP PROGRAM MANAGEMENT PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Vice President, Academic Administration

Reference Code: PSQA24 V1

Effective Date: 6/21/2017

PROCEDURE STATEMENT:

The School of Trades and Apprenticeship and academic schools delivering apprenticeship programs recognize that program management (development, review, cancellation and suspension) with defined processes and procedures ensures program integrity and demonstrates our commitment to meeting student, community and employer needs.

SCOPE:

This procedure applies to all apprenticeship programs offered at Conestoga College.

DEFINITIONS:

Academic Coordinating Committee (ACC): This senior academic committee provides a forum for academic planning and operations within the framework of the Strategic Plan, and other goals and initiatives identified by the senior management and the College Board. The committee is responsible for this in context of overall college and academic quality. The committee also provides necessary interface with other college committees, departments and offices.

Academic Forum: This body has the responsibility to discuss all proposed program reviews.

Advisory Committee on Academic and Student Affairs (ACASA):

This sub-committee of the Board of Governors has the responsibility to examine and discuss all program proposals approved by ACC and make a recommendation to the Board of Governors and to receive information and updates on key initiatives within Conestoga which affect the quality of its academic operations.

Annual Program Performance Monitor (APPM): Annual monitoring of program performance is the responsibility of the chair. The APPM ensures attention to key areas of program quality and risk and validates timelines for anticipated major review or external accreditation.

Annual Program Performance Scorecard (Scorecard): Annual monitoring of School performance by the Executive Dean/Dean/Designate in relation to key quality measures, and is a guide to validating timeliness of Major Program Reviews.

Annual Program Reflection (APR): A team-based reflection of the previous academic year to discuss and address opportunities for program enhancements and planning. The process is discussion based, documented to guide continual improvement of the program for student success.

Block Release: A delivery method in which an apprentice attends school full-time for a number of weeks (typically eight weeks).

Day Release: A delivery method in which an apprentice attends school one day a week.

Course: A distinct and discrete teaching and learning framework, containing content that has been approved by an expert source, usually structured to be delivered over an identified period of time, with measurable learning outcomes, and formal student evaluation.

Ministry: The Ministry refers to the Ministry of Advanced Education and Skills Development (MAESD).

Night School: A delivery method in which an apprentice attends classes in the evening

Ontario College of Trades (OCOT): The OCOT is a professional regulatory body that governs the skilled trades and has authority to develop and revise curriculum standards for apprenticeship programs.

Program: A series of courses, grouped together in some identifiable manner, designed to achieve identified learning outcomes, and approved by the Board of Governors and/or external bodies.

Seat Purchase: The seat purchase is a contract negotiated with MAESD within the parameters of the current or predicted demand and determines how many intakes of each trade, by level and delivery method, will be funded each year.

Strategic Enrolment Management Committee:

Trade Delivery Agent (TDA): A TDA is a school/training facility that has been approved by the Ministry for the purposes of delivering apprenticeship training. Each individual program and/or site and/or delivery method is part of the approval process.

RESPONSIBILITIES:

Apprenticeship Steering Committee:

- Determines best practices to ensure the apprenticeship curriculum delivered at Conestoga adheres to the requirements of the Ministry and Conestoga's policies and procedures;
- Provides guidance to academic schools delivering apprenticeship programs; and
- Reviews all Training Delivery Agent (TDA) applications prior to proceeding.

PROCEDURE

Program Development:

Academic schools will follow the Program Development procedure for apprenticeship programs with the following exceptions:

1. Executive deans/deans/designate brings forward new program ideas to the Strategic Enrolment Management Committee, prior to seeking external approval(s).
2. Academic schools notify the Apprenticeship Steering Committee of the intent to seek TDA approval of a new apprenticeship program or to change a delivery type or location.
3. Application for the delivery of a new apprenticeship program or for a change in delivery type or location will occur according to Ministry requirements.
4. Program chair notifies the Finance department in writing of approval for TDA status.
5. Program chair communicates approval to the Office of Academic Administration: Curriculum Records; Academic Scheduling & Space Planning; Registrar's Office and, the marketing department as described in the Program Development procedure.

Course Development & Revision

Academic schools will follow the Course Development & Revision Procedure for apprenticeship programs with the following exceptions:

1. Curriculum standards are developed and revised by the Ontario College of Trades (OCOT).
2. Course outline lead will seek guidance from the Curriculum Office in regards to evaluation methods within the guidelines provided by the Apprenticeship Curriculum Standards.

Program Delivery

Academic schools will follow the Program Delivery procedure for apprenticeship programs with the following exceptions:

1. Annual seat purchase is negotiated with the Ministry and reviewed throughout the year by the chair.
2. Program delivery methods will be informed by the curriculum standards provided by OCOT and in consultation with the Ministry.

3. Program delivery location and method (block release, day release or night school) is determined during TDA approval. Changes to delivery location and/or method may require new TDA approval.
4. Each program intake is typically organized and delivered by cohorts, which are identified by intake year.
5. Teaching and learning processes are guided by the Ministry, OCOT curriculum and Conestoga's course and program requirements.

Program Review

Academic schools review apprenticeship programs during the Annual Program Reflection. The OCOT curriculum is reviewed for alignment with current version, opportunity, and challenges during Conestoga's program review processes. Items identified may be flagged to any of the following: executive deans/deans, OCOT, and/or the Heads of Apprenticeship Training and appointed committees for determination of next steps as applicable.

Program Cancellation and Suspension

Academic schools will follow the Program Suspension or Cancellation procedure for apprenticeship programs with the following exceptions:

1. As part of the annual review of the seat purchase plan, if there is insufficient demand to deliver a specific trade or level of a trade, the Ministry may cancel an offering.
2. Conestoga may cancel an offering due to factors including financial viability, space restrictions, etc. The decision to cancel or suspend is communicated to the Ministry by the chair.
3. After three consecutive years without a seat purchase, Conestoga's TDA status for the delivery of a specific trade will be cancelled by the Ministry. If TDA status is cancelled under these circumstances, Conestoga must re-apply for approval to deliver.
4. Conestoga will assist the Ministry to determine strategies for working with any apprentices who may be affected by the cancellation of an offering or TDA status, as requested and appropriate.

REFERENCES:

TDA Approval Process
 Curriculum Policy
 Program Development Procedure
 Program Review Procedure
 Program Delivery Procedure
 Program Suspension or Cancellation Procedure

REVISION LOG:

2017 02 08	Academic Forum - Approved
2017 05 10	Policy and Procedure Committee – Approved
2017 06 21	Academic Coordinating Committee - Approved