



ADULT AND CONTINUING EDUCATION

APPROVED: 1998.11.24

REVISED: 2004.06.29

POLICY

The Board of Education will operate Continuing Education programs, which will have the mandate to provide learning opportunities for adults in the areas of academic programs, secondary school completion and graduation and technical and vocational training.

Continuing Education will establish and maintain learning centres throughout the district.

Continuing Education will be responsible for summer school programs for school-aged students.

DEFINITIONS:

“Academic programs” are those programs that enable adults to achieve their academic goals.

“Adult student” is a student over the age of 19 who has not yet graduated from secondary school, or a student who is 18 years old who has not attended school for at least one year.

“Continuing Education” is that portion of the district’s organization expressly charged with the provision of learning opportunities for adult learners.

“Contract” is the entering into a legal agreement to deliver or to obtain services in exchange for remuneration.

“Learning centre” is a place where the instructional model is designed to enable the delivery of programs to adults according to their personal schedules and in such a way that the learner controls the pace of his/her learning, the degree of teacher involvement and, to some degree, the resources used. In a learning centre, the teacher acts primarily as a resource, mentor and guide.

“Partnerships” are agreements with other parties or agencies to enhance the provision of access to programs and services for the adult learner.

“Summer school” is a separate, annual project to provide remedial, credit, advanced credit or non-credit skill-sets courses for school-age students.

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“Technical and vocational programs” include but are not restricted to programs that have direct links to academic upgrading and to employability.

Responsibility Centre: Assistant Superintendents

References: *School Act*, Section 82 (2.1)

New Futures in Continuing Education, March 1998



ADULT AND CONTINUING EDUCATION**PREAMBLE**

The Ministry of Education supports the provision of educational opportunities for adults. Value is added to individual lives and to the greater community when people have the opportunity to upgrade their academic qualifications and employability skills.

In its commitment to lifelong learning, the school district operates Continuing Education as the vehicle to address the unique needs of adult learners.

In fulfilling its mandate, Continuing Education will work in partnership with schools, other educational institutions, business and industry, labour and other agencies, organizations and groups in the school district community.

In support specifically of its partnership with secondary schools, Continuing Education will seek to operate summer school programs and learning centres.

This policy delineates the specific responsibility areas and operational procedures to be followed to enable Continuing Education to meet the needs of its students within the available resources.

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ADULT AND CONTINUING EDUCATION**REGULATIONS:**

1. Continuing Education will operate three types of programs. These are academic programs, summer school and technical and vocational training.
2. Academic programs include but are not limited to the following:
 - 2.1 Adult Dogwood
 - 2.2 Regular secondary school Dogwood
 - 2.3 Grade 10 completion
 - 2.4 General Equivalency Diploma (G.E.D.)
 - 2.5 Adult Basic Education (A.B.E.)
 - 2.6 Student specific programs
 - 2.7 Academic night school
 - 2.8 Industry specific academic upgrading
 - 2.9 Adult English as a Second Language
3. Summer school programs are offered following consultation with secondary and elementary schools and may include but are not limited to:
 - 3.1 Remedial courses
 - 3.2 Transition courses
 - 3.3 Skill development courses
 - 3.4 Advance credit courses
 - 3.5 Work experience opportunities
4. Technical and vocational training programs will develop skills and knowledge that will lead to employability and may facilitate access to academic upgrading programs.
5. Continuing Education will be proactive in establishing and maintaining learning centres throughout the school district. These learning centres will be established where appropriate in partnership with secondary schools, Central Interior Distance Education School, other educational institutions, other agencies of government, aboriginal groups, employers, labour and other community agencies and organizations.



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6. Continuing Education will be proactive in seeking out and developing appropriate partnerships to develop and deliver technical and vocational offerings. Program development matters will be referred to the Education Programs and Planning Committee.
7. Continuing Education will provide an annual report to the Education Programs and Planning Committee on summer school and the technical and vocational training areas of its mandate for the previous year.
8. Summer school and technical/vocational programs will be self-funding.

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ADULT AND CONTINUING EDUCATION**ADMINISTRATIVE PROCEDURES:**

1. The resources necessary to operate Continuing Education will be provided through:
 - 1.1 Government and district funding
 - 1.2 Course fees
 - 1.3 Contracts and partnerships
2. The operating requirements of Continuing Education necessary to address the academic mandate will be provided through the school organization process.
3. The staffing requirements of Continuing Education to operate summer school will be provided through revenues from student registrations. Summer school will operate on a self-sustaining basis and will not require a subsidy from the district operating budget. Any deficit incurred will be balanced by Continuing Education from Continuing Education revenues. Any surplus is to be used to either enhance future summer school offerings or to reduce fees.
4. Any change in the summer school fee charged will be the subject of a recommendation in the annual report from Continuing Education to the Education Programs and Planning Committee.
5. Technical and vocational programs are to be offered at no cost to the district. All costs of delivering the programs must be derived from the revenues of those programs.
 - 5.1 Continuing Education will develop specific criteria for the identification and offering of technical and vocational programs.
 - 5.2 Continuing Education will develop an approval process for the offering of a technical and vocational program.
 - 5.3 The Assistant Superintendent responsible for Continuing Education will be involved in the development of the specific criteria and the approval process for technical and vocational programs.
6. Continuing Education may from time to time enter into contracts with other educational institutions, agencies of government, First Nations groups, employers, labour and other community agencies and organizations to provide academic and/or technical and vocational programs.
 - 6.1 Continuing Education will work with the Manager of Purchasing, the Manager of Finance and the Assistant Superintendent responsible for Continuing Education in the development, negotiation and approval of any such contracts.



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- 6.2 Final approval of such contracts will be by the Manager of Finance and the Assistant Superintendent responsible for Continuing Education.
7. On all contracts and/or agreements between Continuing Education and other agencies, organizations or groups, and on all technical and vocational revenues, the school district will recover an administrative fee. This fee is designed to address organizational overhead such as insurance, human resources, staffing, labour relations and services such as payroll, purchasing and accounting.

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