

 <p>Cree School Board Commission scolaire crie</p>	<h2 style="margin: 0;">Administrative Policy and Procedures on the Harmonization of the Youth Sector and the Adult Sector</h2> <p style="margin: 0;"><i>(Continuing Education)</i></p>	
	<p>Department responsible: General Administration Effective date: March 2, 2005 Approved by: Director General</p>	
	<p>References:</p>	<p>Council of Commissioners / Policy ▪ Resolution 2005-011</p>

Articles in boxes identify the provisions adopted by the Council of Commissioners in a Board Policy.

1) General Provisions

<u>Purpose</u>	<p>1.1. This Administrative Policy is intended to establish rules to ensure access to vocational education to students in the youth sector, thus helping to qualify the greatest number of students possible at the Cree School Board.</p>
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<u>Definitions</u>	<p>1.2. In this Administrative Policy, the following words or expressions mean:</p> <ul style="list-style-type: none"> a) adult student: a student who has left the regular sector for more than a year; b) AVE / Attestation of Vocational Education: program preparing to practice a semi-skilled trade or occupation. Students learn a semi-skilled trade by alternating practical training sessions and studies or through a type of apprenticeship program, while continuing to receive basic general education; c) AVS / Attestation of Vocational Specialization: program helping to upgrade skills or prepare to specialize in a particular trade or occupation. These programs require to complete from 450 to 1,200 hours of training; d) DVS / Diploma of Vocational Studies: program preparing to practice a skilled trade or occupation. The number of hours required ranges from 600 to 1,800 over a two-year period; e) business: an organization, band, etc. offering a practicum to a student; f) Centre director: the centre director of the Regional vocational training center; g) SAT: Student Affairs Technician; h) student: when used alone means the student from the youth sector.
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2) Nature of the Harmonization

[Goal](#)

2.1. Since vocational education falls under the exclusive jurisdiction of Continuing Education sector, this harmonization policy is essential to ensure effective cooperation between this sector and the youth sector.

This exclusive jurisdiction of the continuing education sector, has created a void in the youth sector tending to concentrate students in general education. This had made it difficult in the past for students who wished to enter vocational programs at a younger age.

Many of these students perceive learning as an insurmountable phase and become discouraged. They leave school with a Secondary I, II or III level education, which does not provide them with the prerequisites to enter the workforce or re-enter school at a later time.

The Board believes that offering vocational education to students in the youth sector may contribute to keep them in the education system by offering a tangible certification on a short-term basis.

A diversified education may thus contribute to reducing the dropout rate; the school no longer offers a single path for all but rather a choice for students with different needs, different ambitions and different interests. This is called qualifying paths: general education for those wishing to pursue studies at the college and university levels, and vocational education that ensures that young people entering the labour force are equipped and properly prepared to hold a position and contribute positively to society. Thus, the school fulfills its role, namely to adequately prepare students to become active community members.

3) General Conditions

[Reserved places](#)

3.1. For each vocational program offered by Continuing Education, a number of places will be reserved for students in the youth sector. The places have to be filled before the recruitment deadline, if not, the places will be offered to adult students. The places are reserved as follows:

- a) at least 3 places for programs given in a community;
- b) 50% of the places for programs given at the Regional Vocational Training Centre in Waswanipi.

Additional places may be offered to students in the youth sector if programs are not full before the starting date.

[Use of guidance counsellors](#)

3.2. Students in continuing education in communities may use the services of guidance counsellors in the youth sector.

[Local educational assistance program](#)

3.3. The Local Educational Assistance Program (*the Boarding Home Program*) will assume responsibility for students in the youth sector coming from communities other than Waswanipi. The admission of a student is subject to criteria of eligibility of the *Administrative Policy and Procedures on Inter-Community Schooling*.

[Youth student obligations](#)

3.4. Students in the youth sector accepted for vocational education must respect the code of conduct and rules established by Continuing Education like any other adult student.

4) Roles and Responsibilities of Continuing Education

[Students registration](#)

4.1. Given that the MEQ does not authorize regular schools in the youth sector to offer vocational education, Continuing Education will be responsible for the management of records of students in the youth sector for all matters pertaining to vocational education (DVS, AVS):

- a) enrolment;
- b) data transmission to MEQ;
- c) certification of studies.

A student will be declared as a youth in the declaration of student enrolment as long as such student is not required by the Education Act to be declared as an adult¹.

[DVS file management](#)

4.2 Students from coastal communities (Waskaganish, Eastmain, Wemindji, Chisasibi and Whapmagoostui) will be served by the Continuing Education office in Chisasibi while students from inland communities (Mistissini, Ouje-Bougoumou, Waswanipi and Nemaska) will be served to the Continuing Education office in Mistissini.

[AVE file management](#)

4.3 The two Continuing Education offices in Chisasibi and Mistissini will also be responsible for the management of records of students in the youth sector enrolled for an Attestation of Vocational Education (AVE)² for all matters related to vocational education:

- a) enrolment(see form in **Annex A**);
- b) data transmission to the MEQ;
- c) certification of studies.

5) Role and Responsibilities of the Youth Sector

[Student referring](#)

5.1. The guidance counsellor or the SAT, under the supervision of the school principal in consultation with the teachers and the parents, is responsible for selecting and referring students in the youth sector who show an interest in vocational education.

[Choice](#)

5.2. Neither the school administration nor its personnel will pressure any individual student into taking a vocational path, especially if such student demonstrates no particular interest for this type of education.

[Application / evaluation](#)

5.3. The guidance counsellor or the SAT, in consultation with the teachers, verifies that the student has all the required prerequisites to obtain the diploma

¹ The student must be under 18 years of age as of June 30th of the preceding cycle or be 18 years old and been in training for a trade as of the preceding year without any interruption. Guide de la déclaration d'effectif scolaire en formation professionnelle (DCFP) Guide for the declaration of enrolments in vocational education.

² Programmes d'études préparant à l'exercice d'un métier semi-spécialisé, Guide administratif 2003-2004, Formation professionnelle et technique de formation continue, Direction générale des programmes et du développement, Gouvernement du Québec, Ministère de l'Éducation, Québec, 2003

being sought, and make sure that the student has the capacity to be enrolled in such program. Should it be otherwise, the guidance counsellor will ensure to guide the student into the appropriate pathway to enable him to obtain the prerequisites required for enrolment at a future date. The SAT or guidance counsellor submits for approval their recommendation to the school principal and sends it to the vocational education consultant for the youth sector who will evaluate the file.

[General education file management](#)

5.4. The youth sector shall be responsible for the management of the student's records for all matters pertaining to general education (academic subjects) should the student decide to pursue this type of education.

6) Partnership Agreement

[CSB](#)

6.1. The School Board's insurance policy shall cover students in vocational education for its civil responsibility. Parental consent shall be required for students under 18 years of age (see **Annex B**).

[AVE insurance](#)

6.2. A student pursuing the Attestation of Vocational Education (AVE) and who is paid during his training shall be covered by the employer's insurance plan.³

[AVE agreement](#)

6.3. For the Attestation of Vocational Education (AVE), a partnership agreement must be signed between the school, the business and the student (see **Annex C**).

7) Eligibility for Vocational Education

[DVS / AVS requirements](#)

7.1. The minimum age to allow promotion to a Diploma of Vocational Studies (DVS) and an Attestation of Vocational Specialization (AVS) is 16 years or age as of June 30th of the school year when the program begins.

[AVE requirements](#)

7.2. The minimum age to enrol for the Attestation of Vocational Education (AVE) is 15 years of age as of September 30th of the school year when the program begins.

³ Programmes d'études préparant à l'exercice d'un métier semi-spécialisé, Guide administratif 2003-2004, Formation professionnelle et technique e formation continue, Direction générale des programmes et du développement, Gouvernement du Québec, Ministère de l'Éducation, Québec, 2003

[Eligibility of students](#)

7.3. Any student in the youth sector who meets the prerequisites and who is interested in pursuing a vocational education may apply for a program given in a community or at the Regional Training Center. However, when the number of applicants exceeds the number of places available, the priority of enrolment will be based on the following criteria:

- a) the student with the higher level of schooling;
- b) good attendance record;
- c) a letter of recommendation
 - i. from the school principal
 - ii. from his teacher (or a previous teacher)
- d) academic performance.

The enrolment of a student is always subject to sufficient boarding homes in the community of study.

[Adult / AVE](#)

7.4. Adult students may be admitted to the Attestation of Vocational Education (AVE) program offered by the youth sector. To be admitted, the adult student must have earned the Secondary II credits in language of instruction, second language and mathematics. Such training could be a means of reintegrating into the workforce citizens who have been inactive in recent years while allowing them to obtain credits (for Secondary III, IV or V) that are required to enrol for a DVS.

[Withdrawal / period](#)

7.5. Any student who is asked to leave the vocational program will not be allowed to reintegrate the regular youth sector until the next academic school year. In this case, the centre director refers the student to the Special Education Department for alternative education.

[Waswanipi students](#)

7.6. Students from the community of Waswanipi who are enrolled at the Regional Training Center, remain with their parents or legal guardians as if they were attending high school in their community.

8) Follow up of Students in the Youth Sector

[Follow-up / host school](#)

8.1. The host school assumes the responsibility for any student in the youth sector placed in their community including access to and support from the guidance counsellor and the SAT.

[SAT / liaison](#)

8.2. The SAT shall act as liaison officer between the high school where the student is, and Continuing Education

[Student without all the prerequisites](#)

8.3. In the event that the student does not have all the prerequisites and is nevertheless accepted for a DVS, the guidance counsellor who is in charge of the student must follow up on the student's academic record to ensure that he will have completed all prerequisites required to obtain the DVS.

9) Promoting Vocational Education

[Harmonization component](#)

9.1. Given that one of the priorities of the Board is to educate and qualify the greatest possible number of students while preparing them to integrate the world of work, the youth sector and the adult sector shall agree to jointly promote vocational education as follows:

- a) two education consultants in vocational education (one from the adult sector and another from the youth sector) will be required to work together to ensure that information is effectively disseminated to schools in the youth sector and to various communities;
- b) guidance counsellors in each school will be in charge of organizing workshops, information sessions, etc. and of promoting vocational education to students as much as technical, collegial or university education;
- c) following the principles of a “guidance-oriented school,” awareness of the various career choices must begin at the elementary level;
- d) given that most students who drop out of school do so when in Secondary II and III, awareness of the various qualification paths should begin in Secondary I;
- e) for students experiencing difficulties with academic subjects and wishing to take vocational education, different measures should be taken:
 - i. create a vocational training preparation path with emphasis on the practical side of things as well as on the three essential subjects to be accepted in vocational education:
 - a. language of instruction
 - b. second language
 - c. mathematics
 - ii. a component of Career Choice Exploration should be implemented for all students at the School Board during the first years at the secondary level. Students would thus be able to have practical experience and make a more enlightened career choice. Indeed, the future education reform at the secondary level includes such path;
- f) a program of concurrent studies will be implemented by Fall 2007 in Waswanipi to allow students, adults and youth, to undertake vocational education while pursuing general education studies to obtain missing credits without wasting any time.
 - i. given the increased workload, a student may be accepted for a DVS on condition that he finishes a **maximum of two general education courses** that the student may need.
 - ii. the student must be given a time limit to complete his general education courses.
 - iii. should a student not complete his general education courses in the allotted time, he will not be allowed to

participate in the training periods for the DVS.

- iv. a student enrolled for a DVS may obtain two diplomas, namely a DVS and a Secondary School Diploma, upon completion of his studies if he has completed the course language of instruction for Secondary V and is declared to be an adult student.

10) Application of this Administrative Policy

[Previous provisions](#)

10.1. The present Administrative Policy replaces all other Administrative Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies where applicable. If such Policies are adopted by the Council, the provisions of these Policies will be integrated into this Administrative Policy for the benefit of the reader.

[Official version](#)

10.2. The official version of this Administrative Policy and procedures is kept by the Secretary-General of the Board.

[Responsibility](#)

10.3. The Director General is the person responsible for the application of this Administrative Policy.

Annex A

REGISTRATION AND DECLARATION OF ATTENDANCE FOR STUDENTS FROM THE YOUTH SECTOR VOCATIONAL EDUCATION

SCHOOL YEAR 20_____ - 20_____

Chis EM Mist Nem Ouje Wask Wasw Wem Whap

I. Student/Course Data (for office only)

PERMANENT CODE: _____ HOUR-GROUP (Current year): _____
 STARTING DATE: _____ ENDING DATE: _____
 PROGRAM TITLE: _____ PROGRAM NUMBER: _____
 TYPE OF PROGRAM: DEP ASP CEP AVE TOTAL HRS PER WEEK: _____
 SOURCE OF FINANCING: _____ TRAINING PATH: _____
 CONDITION FOR ADMISSION: _____ RESIDENT OF QUEBEC: YES NO
 LANGUAGE OF INSTRUCTION: ENGLISH FRENCH CREE
 GENERAL DEVELOPMENT TEST: YES NO RESULT _____
 DOCUMENTS: BIRTH CERTIFICATE TRANSCRIPT LETTER OF APPLICATION

II. STUDENT INFORMATION (to be completed by student)

FIRST NAME:	FAMILY NAME (at birth):
DATE OF BIRTH (D/M/Y):	GENDER: FEMALE <input type="checkbox"/> MALE <input type="checkbox"/>
PLACE OF BIRTH:	MOTHER TONGUE:
SOCIAL INSURANCE NUMBER:	JBNQA BENEFICIARY NUMBER:
MAILING ADDRESS:	
PHONE NUMBER (HOME):	PHONE NUMBER (Work):
LAST SCHOOL ATTENDED:	YEAR:
LANGUAGE OF STUDIES:	LAST LEVEL COMPLETED:
MOTHER'S FIRST NAME:	FATHER'S FIRST NAME:
MOTHER'S MAIDEN NAME:	FATHER'S FAMILY NAME:
MOTHER'S BIRTHPLACE (Province):	FATHER'S BIRTHPLACE:

DECLARATION

I, hereby, certify that the above information given in this form is true, exact and completed. I, hereby, authorize the Continuing Education of the Cree School Board to verify the information given in this form. I understand that any false information given in this form or any omission may lead to action against me and/or automatic rejection or dismissal from the program.

SIGNATURE APPLICANT

REGISTRATION DATE

Annex B

PARENTAL AUTHORIZATION FORM
TO BE COMPLETED WHEN THE STUDENT IS A MINOR

I _____ authorize
(father, mother, or tutor name)

_____ to carry out a practicum
(student's name)

at the business _____,
(name of the business)

located at _____

(address of the business)

to learn the occupation of _____,
(title of the program of study)

according to the terms and conditions of this document.

(name of the father, mother, or tutor)

_____ Date _____
(signature father, mother, or tutor)



Cree School Board
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Commission Scolaire Crie

Annex C

MODEL TO BE USED as PARTNERSHIP AGREEMENT between
the CREE SCHOOL BOARD and a BUSINESS

Program of study leading to an Attestation of Vocational Education (AVE) with three components:

- preparation to practise the following semiskilled occupation:

- preparation for the job market through sociovocational
integration activities
- general education in language of instruction, second language
and mathematics, where applicable

Partnership Agreement

Between:

The Cree School Board

203 Main Street
P.O. Box 1210
Baie-du-Poste

represented by _____,
(school board representative's name)

hereinafter called **THE SCHOOL BOARD,**

And:

(name of the business)

Address: _____

Telephone: _____

represented by _____,
(business representative's name)

hereinafter called **THE BUSINESS,**

And:

(name of the student)

hereinafter called **THE STUDENT.**

In view of their respective obligations, the parties agree as follows:

1. THE SCHOOL BOARD agrees to:

- 1.1 Teach the student, for the duration of this contract, the subject matter relating to the training program, a precise description of which is provided on page 6 of the contract (*Composition of Program of Study*).
- 1.2 Entrust to a teacher, hereinafter referred to as the SCHOOL BOARD REPRESENTATIVE, whose name and address appear on page 5 of this contract (*Fact Sheet*), the responsibility of monitoring the student's learning during the practicum. For this reason, any absence of the student from the practicum should be reported to this person within a reasonable time period.
- 1.3 Reach an agreement with the business regarding the student's daily and weekly schedule for the portion of the training that is to be acquired in the workplace.

2. THE BUSINESS agrees to:

- 2.1 Train the student on its premises, for the duration of the practicum provided for in the training program, and help the student successfully complete said practicum with the objectives of promoting the student's learning, enabling the student to test or increase his or her knowledge and improving his or her skills in accordance with the training program.
- 2.2 Designate an employee, hereinafter referred to as the BUSINESS REPRESENTATIVE, whose name and address appear on page 5 of this contract (*Fact Sheet*), and who is responsible for the student in the workplace for the duration of the practicum, helps the student learn the occupation and agrees to evaluate the student and fill out the evaluation checklists according to the terms and conditions established by agreement with the school board.
- 2.3 Allow the SCHOOL BOARD REPRESENTATIVE free access to the practicum site so that he or she can go there regularly to discuss the quality of the training with the student and take any necessary corrective action and ensure better monitoring of the student's progress.
- 2.4 Refrain from using the student in any way to replace an employee of the business, but organize the practicums in such a way that the student can master his or her skills by helping the business' regular employees carry out the tasks that are the focus of his or her learning.
- 2.5 Agree with the school board on the student's daily and weekly schedule for the portion of the training that will be provided by the business.
- 2.6 If a business decides to pay a student for his work, the business is responsible for all insurance coverage and the CSB is no longer responsible.

3. THE STUDENT agrees to:

- 3.1 Complete the program of study in accordance with the terms and conditions provided for on page 6 of this contract (*Composition of Program of Study*).
- 3.2 Respect the work schedule set up by the school board and the business, as stipulated in sections 1.3 and 2.5.
- 3.3 Notify the business and the school board of any absence.
- 3.4 Follow the rules established by the business and the school board in accordance with the policies, instructions and current practices of which he or she was informed prior to the practicum.
- 3.5 Show respect toward co-workers, supervisors and any other persons he or she associates with in the context of the training program.
- 3.6 Participate actively in the training process by requesting the explanations needed in order to avoid falling behind in the program or to prevent costly errors for the business because the task at hand was not properly understood.
- 3.7 Show respect for the property of others and never take anything that does not belong to him or her.
- 3.8 Enter, in a logbook and on a daily basis, the tasks performed as well as a rough estimate of the time it took to perform each task.

4. Regarding the application of the *Act respecting industrial accidents and occupational diseases*, it is understood that:

- 4.1 Throughout the practicum at the business, the student is protected by the *Act respecting industrial accidents and occupational diseases* under the terms and conditions provided for there under, whether or not he or she receives remuneration.
- 4.2 The business and the school board agree to comply with the provisions of the Act.

5. Final provisions

The business and the school board may jointly terminate the student's practicum as a result of exceptional circumstances or because of injurious conduct by the student. The decision is communicated to the student by the school board.

IN WITNESS WHEREOF, the parties have signed:

THE CREE SCHOOL BOARD

(school board representative's name and title)

_____ **Date** _____
(school board representative's signature)

THE BUSINESS

(name of the business)

(business representative's name and title)

_____ **Date** _____
(business representative's signature)

THE STUDENT

(student's name)

_____ **Date** _____
(student's signature)

FACT SHEET

THE SCHOOL BOARD

Name: _____

Address: _____

City: _____ Postal code: _____

Representative: _____ Telephone: _____

THE BUSINESS

Name of business: _____

Address: _____

City: _____ Postal code: _____

Representative: _____ Telephone: _____

Sponsoring worker's name: _____

THE STUDENT

Name: _____

Address: _____

City: _____ Postal code: _____

Permanent code: _____

Social insurance number: _____

Health insurance number: _____

To help the practicum run smoothly and to protect each of the parties, the parties agree to comply with the provisions of the contract.

COMPOSITION OF PROGRAM OF STUDY

1. Preparation for the Occupation

_____ *(code and title of program of study)*

Duration (in hours): _____

Work schedule: _____

Period from _____ to _____

2. Preparation for the Job Market

_____ *(code and title of program)*

Duration (in hours): _____

3. General Education Yes No

3.1 Language of instruction

Level: _____ Duration (in hours): _____

3.2 Second language

Level: _____ Duration (in hours): _____

3.3 Mathematics

Level: _____ Duration (in hours): _____

STUDENT'S CONTRACT

I, the undersigned, _____, agree to:

(student's name)

- *follow the program of study and the duration of training*
- *comply with all regulations, policies and safety measures governing the tasks assigned to me*
- *participate actively in the training process by asking for any explanations needed in order to avoid falling behind in the program or to prevent costly errors for the business because the task at hand was not properly understood*
- *respect the work schedule set up jointly by the school board and the business*
- *notify my practicum supervisor and my employer as soon as possible of any absence or any problems that might arise during the practicum*
- *notify my employer and my practicum supervisor of any work accident*
- *show respect toward my co-workers, supervisors and anyone else I associate with in the context of my training program*
- *refrain from requesting, directly or indirectly, wages or compensation for work performed during the practicum*
- *show respect for the property of others and never take anything that does not belong to me*
- *act in a way that upholds the school's reputation*

_____ *Date* _____
(student's signature)

_____ *Date* _____
(practicum supervisor's signature)