

# SCWI 2016-19 REQUIREMENTS

Regional Planning Teams will comply with the requirements detailed in this document, in *School College Work Initiative (SCWI), Reporting, Approval & Monitoring Process for 2015-2016 School Year* and in [Dual Credit Programs Policy and Programs Requirements, 2013](#) (<http://www.edu.gov.on.ca/eng/teachers/studentsuccess/DualCreditPro.pdf>) in the development of their requests for proposals and in the implementation of SCWI approved activities, forums, and Dual Credit programs.

The SCWI Request for Proposals 2016-2019 includes online applications for Regional Planning Teams, Dual Credit programs, activities and forums. Funding [benchmarks](#) will continue to be used for activities and Dual Credit Teacher/Faculty forums. [Annotated funding benchmarks](#) are again being provided for Dual Credit programs. All proposals require the approval of the Regional Planning Team.

## 1. Regional Planning Teams (RPTs):

### Composition and Responsibilities

Sixteen RPTs currently operate throughout the province consisting of representatives of school boards, colleges of applied arts and technology and appropriate community partners. Funding for the RPT administration, and for all activities, forums and Dual Credit programs will flow through these RPTs to the various partner organizations. A formal contract letter will be forwarded to each RPT chair for his/her signature after agreements have been reached.

The RPT is responsible for the overall coordination of approved activities and Dual Credit programs, based on the requirements stated in this document.

RPTs will be eligible for funding of approximately \$70,000.00 to cover:

- administration of approved SCWI funding
- program and activity coordination
- meetings
- carrying out project strategies to meet approved objectives
- representation at technical briefings and working meetings
- presentations at SCWI Symposia
- data gathering and report writing
- submission of all reports by deadlines specified in the CODE-RPT contract
- financial services institution administration fees

## 2. Activities and Forums

- RPTs can apply for funding for activities and Dual Credit Teacher/Faculty forums using the online application process.
- Activities and forums should reach beyond college outreach programs currently in

place. The focus for activities will continue to be one-day, hands-on activities for students and accompanying teachers, at the college or secondary school, with first priority to Grade 7 and 8 students, second priority to Grade 9 and 10 students, and third priority to Grade 11 and 12 students. Limited funding will also be available for RPT web site development and maintenance.

- [Activities and forums benchmarks](#) will continue to be used. Details around cost items ineligible for funding are included with the benchmarks. In cases where the benchmark either generates too much or too little funding to run an activity or forum, RPTs are asked to detail their request in the Miscellaneous section of the online application.
- It is expected that each RPT will deliver at least one forum that provides an opportunity for all Dual Credit teachers and college faculty to receive orientation around Dual Credits, including roles and responsibilities, policies and procedures.
- RPTs will receive funding for approved proposals.

### **3. Dual Credit Programs**

In 2016-17, the priorities for Dual Credits will be School Within A College (SWAC) Programs, programs for students in the primary target audience, and complete Level 1 programs with TCU Seat Purchase for apprentices with Registered Training Agreements (RTA's). Applications for Dual Credits for Level 1 programs requiring SCWI Seat Purchase and for Specialist High Skills Majors (SHSM) students are also invited. RPTs should consider if their existing Dual Credit programs for SHSM students are meeting the needs of their college bound students. In the past few years new SHSM Dual Credit programs have rarely been approved. For 2016-19, RPTs may propose new SHSM programs to replace existing programs where it makes sense to do so (e.g., too few SHSM students in a sector to make offering a dual credit practical, cancelled SHSM programs, the focus of the SHSM has shifted and there is no longer a suitable, related college course). These programs must demonstrate a strong connection between the sector and the college course. In your proposal, clearly explain which existing program the new program is proposed to replace. Student selection criteria for Dual Credit Programs are described in *Dual Credit Programs Policy and Programs Requirements, 2013*.

RPTs are to ensure that documentation regarding the criteria for selection of individual students, as outlined in the Appendix of the policy document, is maintained (e.g., an email from a Student Success Team to a SCWI board contact listing the names of recommended students, a board-generated student selection checklist, a Dual Credit program application form).

#### **Guidelines for Developing Dual Credit Program Proposals**

- A secondary Dual Credit teacher will be assigned to provide support to secondary school students in all college-delivered dual credit courses and level 1 apprenticeship courses, including online courses.
- A goal for this year is to continue to expand Dual Credit opportunities to more students in the primary target group across the province. Reducing the number of

dual credits per student may enable RPTs to increase the number of actual students participating. No four credit Dual Credit packages will be approved, except in the case of Level 1 dual credit programs.

- Only college courses that are currently available in the college course calendar should be proposed as dual credits.
- As there is value in having all students complete at least a portion of their dual credit on a college campus (main campus or satellite), for dual credits delivered at a secondary school, describe in the Operational Details of the proposal how students will be provided with an on-campus experience. Funding for one trip to the nearest college campus should be requested under Transportation.
- Students in School Within a College Programs must attempt both one or more Ontario curriculum credits and one or more dual credit(s) in each semester. SWACs must be located on a college campus.
- New this year for proposal submissions:
  - for each dual credit programs that is being re-submitted, RPTs will be required to identify the last year the program was approved and the program number.
  - for dual credits for SHSM students, RPTs will need to identify the main sector that relates to the dual credit program.
- For level 1 apprenticeship courses:
  - Each RPT will propose and deliver at least one Level 1 in-school apprenticeship training.
  - RPTs will work with the OYAP coordinators from the partner boards, the college staff with responsibility for apprenticeship and the local Ministry of Training, Colleges and Universities (MTCU) Field Office staff to determine which trades to offer, to develop program-specific student selection criteria and selection processes, and to develop proposals.
  - For projects involving Level 1 apprenticeship courses delivered at a secondary school by a secondary school teacher (i.e., College Oversight), the MTCU-approved college training delivery agent must attest to the appropriateness of the boards' facilities, resources, curriculum and instructor using the [Attestation of Training Facility for College Oversight for OYAP Dual Credit Program form](#). *If oversight is in place, then students do not need to write the exemption test.*
  - Regional Planning Team Chairs will provide confirmation of approval from the MTCU Field Office for each Dual Credit program involving MTCU seat purchase for Level 1 in-school apprenticeship training and will use the [School College Work Initiative Level 1 MTCU Dual Credits Seat Purchase form](#) to document the approvals. SCWI seat purchase will only be provided for students in the primary target group. The [School College Work Initiative/Dual Credits Primary Target Group - Level 1 Programs SCWI Seat Purchase form](#) needs to be completed by the appropriate partners. Forms must be submitted by **December 11, 2015** in order for proposals to be considered.
  - With the exception of CYW, CDP, EA, DSW, only programs that provide students the opportunity to complete the entire Level 1 program will be approved.
- For Night School dual credits:

As Night School is not a preferred delivery model, only previously delivered approved

programs will be re-considered for the primary target group.

- For 2016-17, previously delivered approved programs may be considered if accompanied by the following rationale:
  - RPTs must include in the Operational Details section of the proposal *why this delivery model has been selected rather than regular day school delivery*. RPTs must also include details on what supports will be provided to dual credit students by the college and by the school board and how these supports will be accessed.
  - In the Operational Details section, RPTs must describe the roles, responsibilities and supports to be provided by the dual credit teacher. The expectation will be that the dual credit teacher's involvement will be for a minimum of 90 hours. Please provide a formula that includes the school board's continuing education rate. Funding can be requested under Miscellaneous.
- For eLearning dual credits:

As eLearning is not a preferred delivery model, only programs for the primary target group will be considered:

  - Students and, where appropriate, their parents must be made aware that a dual credit delivered through eLearning does not provide the same experience as a dual credit delivered at day school. More importantly, students in the primary target group may not be best served by an eLearning program;
  - Must be during the regular school day with the support of a dual credit teacher. Students will take eLearning dual credits at a secondary school location;
  - ELearning dual credits will only be considered for approval where distance prevents participating in a dual credit on a college campus and/or where a Dual Credit Program is not available at the secondary school. A list of eligible schools by board must be provided in the Operational Details section.
- Complete the online application for each Dual Credit Program (<https://edcs.tcu.gov.on.ca/Main>).
- Provide evidence of a signed protocol between all French-language and appropriate English-language colleges if students from a French-language board wish to participate in Dual Credit programs at an English-language college. These are expected to be in place prior to the commencement of the course.
- Funding for approved programs will be determined using the [Annotated Dual Credit Benchmarks](#).
- Detailed breakdowns for Transportation and Miscellaneous funding will continue to be required.
- RPTs should review current and previous actual student participation in Dual Credit Programs when determining student participation numbers for the request.
- Again this year, RPTs will be asked to indicate the main target audience for each Dual Credit Program.

#### 4. SCWI Funding and Reporting

The release of the 2016-17 allocations will be conditional upon the submission and approval of SMART Goals, the Interim Report, and the year-end student data and expenditures reports as well as the signed CODE – SCWI Financial Certificate verifying end-of-year calculations. See the *School College Work Initiative (SCWI), Reporting, Approval & Monitoring Process for 2015-16 School Year* for further details.

As has been the case in the past, actual expenditures for approved projects will be reviewed by CODE. RPTs should retain complete records and receipts for seven years to confirm the amounts reported. Each year, two RPTs will undergo an external audit on the use and administration of SCWI funds.

#### 5. Submission of Proposals and Deadlines

Proposals are to be submitted as follows:

- RPT chairs are required to sign off on their online submissions **no later than 1:00 p.m. on December 11, 2015**. Also due on this date as email attachments to David Armstrong ([davidarmstrong@hurontel.on.ca](mailto:davidarmstrong@hurontel.on.ca)):
  - In the case of approvals for MTCU apprenticeship seat purchases the MTCU Seat Purchase Approvals Form signed by the MTCU Service Delivery Manager.
  - In the case of approvals for College Oversight of Level 1 apprenticeships, the Attestation of Training Facility for College Oversight for OYAP Dual Credit Program 2016-17.
  - In the case of approvals for SCWI seat purchase, the School College Work Initiative/Dual Credits Primary Target Group - Level 1 Programs SCWI Seat Purchase Form signed by the appropriate partners.
- No later than **January 15, 2016** RPTs are also expected to send 3 hard copies of:
  - the completed Signature Form, including signatures of appropriate College Presidents and Directors of Education

To: Frank Kelly  
Project Manager,  
School/College/Work Initiative  
1123 Glenashton Drive (inside Iroquois Ridge High School)  
Oakville, Ontario L6H 5M1

#### 6. Notification Timelines

Every effort will be made to review proposals and communicate decisions in time to align with school board staffing cycles.

Contact: Frank Kelly, Project Manager (905) 845-4254