

## Program Plan

Please provide a description of the proposed adult educational program according to the categories given below.

Use more space if necessary.

Please do not change or delete any wording.

### 8(1)(a) *The Adult Learning Centres Act*

1. Comment on how the educational program will reflect your vision of adult learning principles.
  
2. Provide a brief overview of how the educational program will help learners in any or all of the following areas: (Feel free to comment on any areas of specialty the program will focus on.)
  - ❖ Complete secondary schooling
  - ❖ Enhance access to post-secondary education and training
  - ❖ Improve employment prospects
  - ❖ Achieve literacy goals
  - ❖ Achieve family literacy goals (*note: applies only to programs with existing family literacy programming*)

Complete the following table:

In the column labeled **Model**, choose **ONE** of the following abbreviations to describe the **MAIN** model of delivery:

**C** = Classroom (delivered by a teacher/instructor during scheduled classes)

**T** = Technology based

**W** = Web based (WebCT)

**I** = Independent study (primarily using Independent Study Option material purchased from the Distance Education Branch or other educational material that learners use on a self-paced basis)

List the courses according to the categories below (add lines as needed):

**NON-Credit Pre-Grade 9 / Literacy / Stage 1 / Stage 2**

Model	Course name	Projected enrollment	Projected completions

**NON-Credit Short Courses**  
(required only where funding from ALL is requested to support these courses)

Model	Course name	Projected enrollment	Projected completions

**FOR-Credit Stage 3 / Upgrading / Literacy (9964 COURSES)**

Model	Course name	Projected enrollment	Projected completions

**Department-Developed Courses**

Model	Course name as per subject-table handbook	Grade level	Projected enrollment	Projected completions

<b>School-Initiated Courses (SICs)</b>				
Model	Course name	Grade level	Projected enrollment	Projected completions
<b>Dual Credits</b>				
Model	Course name as per college/university calendar	Grade level	Projected enrollment	Projected completions
<b>TOTAL all categories</b>				

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3. Where applicable, provide specific details regarding the content, purpose, and intended audience for any proposed non-credit short courses (required where funding from ALL is requested to support these courses).
  
4. **Note: this question applies only to programs with existing family literacy programming.** Describe the family literacy program, including how the literacy needs of the adult learners participating in the family literacy program will be addressed.

**8(1)(b) The Adult Learning Centres Act**

5. Provide the following information:

<p><b>Projected number of learners – (counting learners once)</b></p> <p>(where applicable, breakdown projected numbers by <u>individual sites</u>)</p>	
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6. If applicable, and per individual site, discuss any significant difference between the projected number of learners and the actual numbers reported in previous program years.
  
7. Comment on the evidence of the need for the educational program in its proposed / current location(s):
  - If the program operates more than one site, make specific reference to the individual sites.
  - If the program operates more than one type of program (e.g. high school credit and non-credit literacy), make specific reference to individual programs.

**8(1)(c) The Adult Learning Centres Act**

8. Making reference to:

- an analysis of learners' needs in the program's region, and
- the particular learning needs of the local community,

provide a rationale for the delivery model(s) and course offerings, as described in the table in question 3 above. Please be specific.

9. Provide the proposed hours and days of operation.

10. Describe how the on-going assessment and evaluation of learners will be conducted.

11. Describe the non-academic learner supports the program will provide.

12. If applicable, provide a rationale of all fees and amounts that will be charged to, or in respect of, learners.

13. Describe any recruitment / promotional plans to attract potential learners.

**8(1)(d) The Adult Learning Centres Act**

14. In the table below, provide a rationale for any increases in funding you are requesting on the proposed budget.

BUDGET CATEGORIES	AMOUNT OF \$ INCREASE REQUESTED	RATIONALE FOR INCREASE (be detailed and specific)
<b>Salaries</b>	\$	
<b>Benefits</b>	\$	
<b>Professional Development</b>	\$	
<b>Facilities</b>	\$	
<b>Materials</b>	\$	
<b>Learner Supports</b>	\$	
<b>Technology &amp; Equipment</b> (does <u>not</u> include request made on the separate <i>Technology and Equipment Refresh Funding Request</i> – see question 24)	\$	
<b>Administrative Fees</b>	\$	
<b>Other – provide description of what “other” entails:</b>	\$	

15. Describe any items or services to be provided “in-kind” by other organizations.

16. If applicable, provide details on other funding sources for the educational program. (Required only for funding that will be used to support the educational program).

**8(1)(e) The Adult Learning Centres Act**

17. If applicable, demonstrate the program will have an education director who meets the qualifications set out in regulation by **checking one** of the following:

	The education director(s) currently on file with Adult Learning and Literacy will continue in the upcoming program year and qualifies under the regulation.
	The proposed education director(s) will qualify under the regulation. <u>Copies</u> of proposed education director's (s') credentials (transcripts, degrees, diplomas, certificates, professional designations, etc.), including a copy of Manitoba teaching certificate, if applicable, are included with this application.
	The decision regarding the proposed education director(s) is pending. Copies of credentials to follow.

**8(1)(f) The Adult Learning Centres Act**

18. Describe the process for ensuring only appropriately qualified teachers and/or instructors will teach courses, according to the definitions of "teachers", "instructors", and "courses" in *The Adult Learning Centres Act*.

19. If the program will be offering Pre-Grade 9 / literacy, family literacy, or short courses, describe the qualifications and experience the personnel delivering this programming, including volunteers if applicable, will be expected to have.

(Note: It is not a legislated requirement that personnel delivering this programming be teachers and/or instructors as defined by *The Adult Learning Centres Act* or *General Regulation*.)

20. Provide an outline of the professional development plan to be used. Make specific reference to serving the professional development needs of each category of staff (including education director) as indicated above.

**8(1)(g) The Adult Learning Centres Act**

21. Describe what the program's enrollment policy will be. Make specific reference to:

- intake and registration, including what staff will be involved
- assessment tool(s)
- how decisions will be made to place learners at levels appropriate to their skills and goals
- when referrals will be made
- attendance policy

22. The *Enrollment of Underage Learners at ALCs Policy Guide (February 2004)* provides general principles and guidelines regarding underage learner enrollments in ALCs.

- If applicable, describe what will be the specific criteria and processes for accepting underage learners (i.e., learners who are not eligible to work on the Mature Student High School Diploma).

**8(1)(h) The Adult Learning Centres Act**

23. Describe how the planned purchases for reference and learner materials, as noted in the Proposed Budget, will support / enhance the delivery of the program.

24. Where applicable, complete the *Technology and Equipment Refresh Funding Request* and answer the following:

a) Provide a brief rationale for the requested items described in the *Technology and Equipment Refresh Funding Request*. Make specific reference to how the requested items are linked to the courses that will be offered.

b) If applicable, provide a rationale for purchasing computers other than desktop PCs.

**8(1)(i) The Adult Learning Centres Act**

25. Describe the governance and administrative structure of the educational program. Make specific reference to the titles, roles, responsibilities, and lines of authority of all those involved in overseeing the educational program.

**Measurement of Success**

26. Describe how you will determine the success of the educational program, making specific reference to expected outcomes and how the meeting of these outcomes will be measured.

**Additional Comments**

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