

Starting up a New Adult Learning Centre: Timeline and Self-Assessment Checklist

For Further Information, contact:

**Adult Learning and Literacy
Advanced Education and Literacy
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www.edu.gov.mb.ca/aet/all**

Introduction

The Adult Learning and Literacy Branch of the Department of Advanced Education and Literacy administers *The Adult Learning Centres Act* and *The Adult Learning Centres - General Regulation*.

Adult learning centres (ALCs) are registered under *The Adult Learning Centres Act* to provide educational programming to enable adult learners to obtain recognized educational credentials or other necessary prerequisites to pursue further education and employment opportunities.

Adult Learning and Literacy processes and reviews applications for the registration and funding of new ALCs from agencies that are committed to developing and implementing carefully-researched, well-planned and sustainable programs. These agencies must demonstrate sound potential to meet a community's adult learning needs, as mandated by *The Adult Learning Centres Act*, on a sustainable and continuing basis.

A registered ALC is authorized by the Province of Manitoba to provide credits for high school courses and to issue high school diplomas. It follows Department of Education-developed and / or -approved curricula, and its learners meet provincial high school graduation standards.

A registered ALC has the same degree of authority, responsibility and credibility as a high school within the province.

Full and careful consideration must be given to many factors before embarking on the process to establish a new ALC. Adult Learning and Literacy advises that a working group/committee, consisting of interested, informed, and relevant stakeholders, be responsible for researching all aspects of starting up and operating an ALC. These stakeholders may include:

- Educational and/or community organizations
- Local businesses and/or industries who may employ learners who graduate or complete a program of studies from the proposed centre
- Post-secondary institutions where learners who graduate or complete a program of studies from the proposed centre may attend
- Professional organizations which may provide staff with training and professional development
- Agencies from whom you would expect learner referrals
- Representatives from civic government

The rationale for a new ALC must include evidence that supports the need for programming that provides high school credit courses.

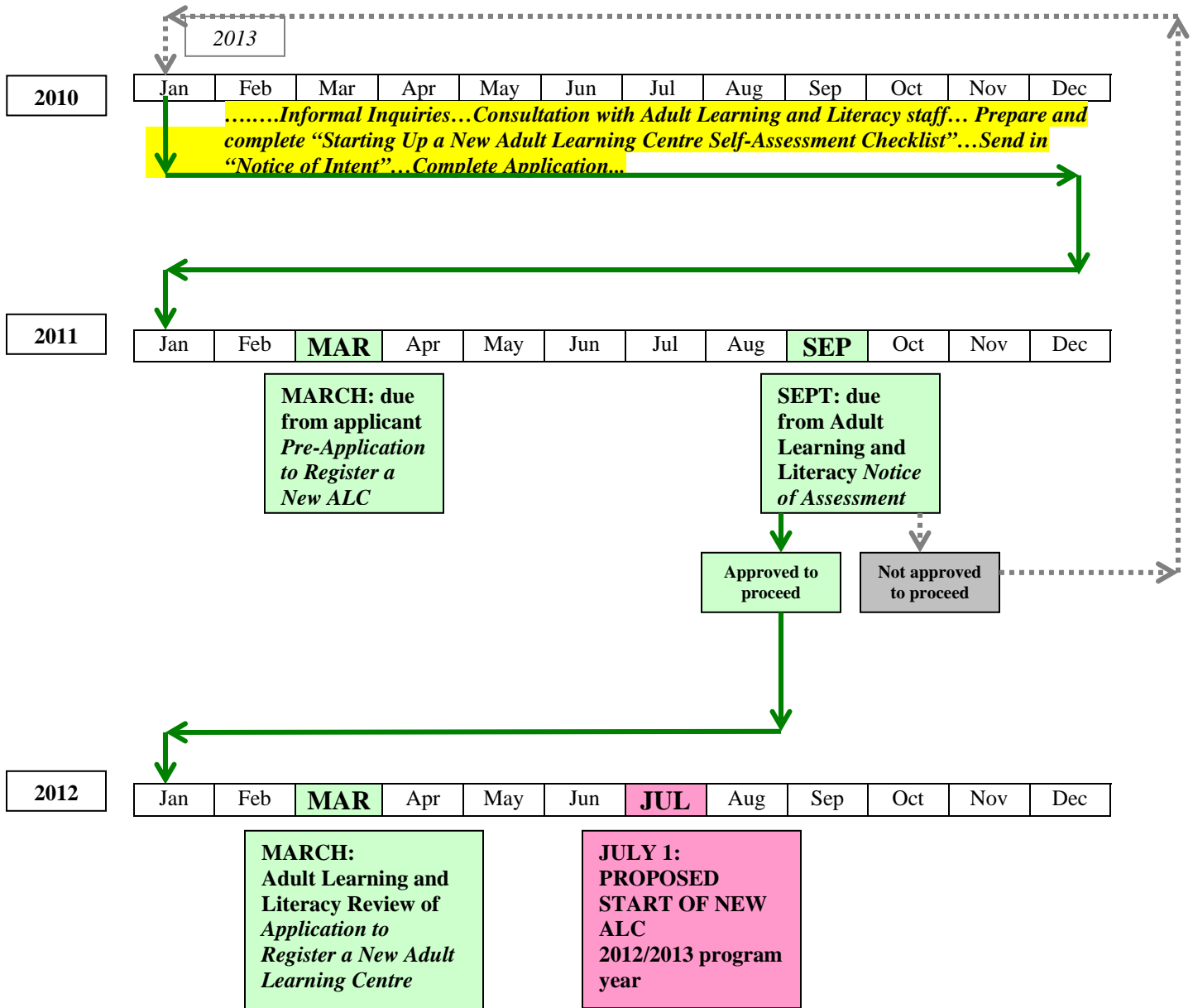
The applicant will also be required to describe how the proposed educational program will address the upgrading/literacy needs of prospective learners who are not ready for the high school credit courses the proposed program will offer. This may entail a description of a literacy component the proposed program will provide or detailed information demonstrating a strong referral mechanism to local adult literacy programs or other suitable programs/services.

As well, the rationale for a new ALC must include strong indicators that learners will participate.

All requirements of *The Adult Learning Centres Act* and *General Regulation* must be met before an ALC is registered.

The application to register a new ALC is subject to review, and registration cannot be guaranteed.

Timeline: Applying to Register a New Adult Learning Centre



Process: Applying to Register a New Adult Learning Centre

The application to register a new ALC is a four-step process. **Adult Learning and Literacy staff is available for consultation at any step of the process. We encourage prospective applicants to remain in contact with Adult Learning and Literacy staff during each of the first two steps. Consultation may be minimal to nil once the application is submitted.**

STEP 1: Complete **Starting Up a New Adult Learning Centre Self-Assessment Checklist**. The Checklist will help you determine at what stage you are at in the application process – the idea stage, the delivering the service stage, or somewhere in between – and when/if you should proceed to submit a Notice of Intent. See page 6 of this document for the Checklist.

STEP 2: Submit to Adult Learning and Literacy:

- **Notice of Intent**
- **Starting Up a New Adult Learning Centre Self-Assessment Checklist**

The **Notice of Intent** must provide:

- Stated intention to proceed with applying to register a new adult learning centre
- Name of proposed operator(s) organization(s)
- Printed name(s) of authorized representative(s) of proposed operator(s)
- Signature(s) of authorized representative(s) of proposed operator(s)
- Title(s) of authorized representative(s) of proposed operator(s)
- Contact information for authorized representative(s) [civic address(es), email address(es), phone number(s)]

Adult Learning and Literacy will provide the applicant with an up-to-date “Pre-Application for the Registration of a New Adult Learning Centre” upon satisfactory submission of a Notice of Intent and Checklist.

For an example of the application, please see:
<http://www.edu.gov.mb.ca/ael/all/funding/index.html>
(subject to change)

STEP 3: Submit to Adult Learning and Literacy an “Pre-Application for the Registration of a New Adult Learning Centre.” The application is due no later than March 30 (or the next working day, if March 30 falls on a weekend).
An application submitted by the March 30 deadline will be considered for the program year beginning 15 months after the deadline. A program year is July 1 to June 30. For example, an application submitted on March 30,

2011 would be considered for the program year beginning July 1, 2012 and ending June 30, 2013.

STEP 4: Upon approval to proceed as indicated by the *Notice of Assessment*, submit to Adult Learning and Literacy an “Application to Register a New Adult Learning Centre” for the relevant program year.

Step 1: Starting Up a New Adult Learning Centre Self-Assessment Checklist

CRITERIA	YES	PROVIDE INFORMATION WHERE REQUIRED
<p>Option A The proposed ALC will be operated directly by a recognized educational institution, as defined in the <i>Adult Learning Centres Act</i> (a school division, private school, university, college, or regional vocational school).</p>		Provide name of recognized educational institution:
OR		
<p>Option B The proposed ALC will operate in partnership, and the partnership meets the following criteria:</p> <ul style="list-style-type: none"> ◆ One partner is a recognized educational institution (as defined above) ◆ The other partner is one of the following: <ul style="list-style-type: none"> - Not-for-profit corporation - Correctional facility - First Nation Band Council - Training centre operated by a union, as defined in the <i>Labour Relations Act</i>, on a not-for-profit basis 		Provide name of recognized educational institution: Provide name of not-for-profit corporation, correctional facility, First Nation Band Council, or training centre:
Classroom space appropriate to adult learners has been identified.		Indicate proposed location:
Based on research and the anticipated number of learners, all those involved in the operation have a firm sense of the start-up, staffing, and operational expenses of the proposed ALC and can sketch out a preliminary budget, with budget items that are appropriate and defensible. For example of budget form, see: http://www.edu.gov.mb.ca/acl/all/funding/pdf/alc_application/alc_4proposedbudget_0809.pdf		Provide total proposed budget amount (preliminary):
Funding sources for the operation of the proposed ALC have been identified.		Indicate proposed funding source:
Based on research, one of the following applies (check which one applies): <ul style="list-style-type: none"> <input type="checkbox"/> The proposed ALC is not located in close proximity to another ALC <input type="checkbox"/> If the proposed ALC is located in close proximity to another ALC, it can be demonstrated that the proposed ALC will meet a unique need not addressed in the other program <input type="checkbox"/> If the proposed ALC is located in close proximity to another ALC, it can be demonstrated that there is sufficient demand to warrant more than one program 		
All those involved in the operation of the proposed ALC have read and understood the two pieces of legislation governing Manitoba's ALCs:		

CRITERIA	YES	PROVIDE INFORMATION WHERE REQUIRED
<p><i>The Adult Learning Centres Act</i> http://web2.gov.mb.ca/laws/statutes/ccsm/a005e.php</p> <p><i>The Adult Learning Centres Act – General Regulation</i> http://web2.gov.mb.ca/laws/regs/pdf/a005-102.03.pdf http://web2.gov.mb.ca/laws/regs/2004/036.pdf</p>		
<p>There is evidence of a sufficient number of adults who:</p> <ul style="list-style-type: none"> ◆ Need a high school diploma or upgrading in order to pursue further education or employment opportunities, AND ◆ Have indicated a willingness to upgrade 		
<p>All those involved in the operation of the proposed ALC have confidence in their knowledge and ability to oversee the delivery of quality <u>educational</u> programming for adults.</p>		
<p>All those involved in the operation have a clear understanding of the annual renewal of registration requirements in the event of registration of the proposed ALC.</p>		
<p>All those involved in the operation have a clear understanding of the annual accountability requirements regarding statistical information and financial reporting in the event of registration of the proposed ALC.</p> <p>For an overview of annual accountability requirements, see: http://www.edu.gov.mb.ca/ael/all/coord_direct/index.html</p>		
<p>Based on research and the anticipated needs of learners, the operators have a clear idea of course selection, course scheduling, and delivery model (e.g. self-paced, teacher led).</p> <p>For information, see:</p> <ul style="list-style-type: none"> • Subject-table handbook: http://www.edu.gov.mb.ca/k12/docs/policy/sth/index.html • Graduation requirements: http://www.edu.gov.mb.ca/ael/all/grad_req.html • Literacy: http://www.edu.gov.mb.ca/ael/all/publications/stages/index.html 		

Mail completed Checklist and Notice of Intent to:

**Director of Programs/Registrar
Adult Learning and Literacy
350-800 Portage Avenue
Winnipeg, Manitoba R3G 0N4**