

SCWI 2013-16 REQUIREMENTS

Regional Planning Teams will comply with the requirements detailed in this document, in [*School College Work Initiative \(SCWI\), Reporting, Approval & Monitoring Process for 2012-2013 School Year*](#) (link to file) and in [*Dual Credit Policy and Implementation, October 2010*](#) (link to file) 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 2013-16 includes online applications for Regional Planning Teams, Dual Credit programs, activities and forums. Interim funding [benchmarks](#) (link to file) will continue to be piloted for activities and Dual Credit Teacher/Faculty forums. Annotated funding [benchmarks](#) (link to file) 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. 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

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.
- [Interim Activities and Forums Benchmarks \(link to file\)](#) 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.

- As in the past, it is expected that each RPT will deliver at least one forum that provides an opportunity for 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 2013-14, the priorities for Dual Credits will be SWAC Programs, programs for students in the primary target audience, and complete Level 1 programs with TCU Seat Purchase for registered apprentices. Applications for Dual Credits for Level 1 programs requiring SCWI Seat Purchase and for Specialist High Skills Majors students are also invited. Regional Planning Teams are expected to provide opportunities for the primary target audience. Student selection criteria for Dual Credit Programs are described in [Dual Credit Policy and Implementation, October 2010 – Appendix A](#).

RPTs are to ensure that documentation regarding the criteria for selection of individual students 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.
- 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 2013-14](#) (link to file). *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 Dual Credits Seat Purchase 2013-14 (link to file) to document the approvals.
- For SWAC programs. In each semester,
 - Every student must attempt one or more Ontario curriculum credit
 - Every student must attempt one or more Dual Credits.
- For Night School, Summer School and ELearning dual credits:
 - 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 Selection Process section of the proposal, RPTs must include how the program will be promoted, how students will be selected and by whom.
 - Students and, where appropriate, their parents must be made aware that special education supports may not be available.
 - In the case of night school Dual Credits, students, and where appropriate, their parents must be aware of and agree to the increased workload in addition to the student's regular day school program.
 - 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. Funding can be requested under Miscellaneous.

Dual Credit Proposal Requirements

- Complete the online application for each Dual Credit Program (<https://www.gsa.gov.on.ca/>).
- Provide evidence of a signed protocol between all French-language and appropriate English-language colleges if students from a French-language board are participating in Dual Credit programs at an English-language college. These must be completed prior to the commencement of the course at the latest.
- Funding for approved programs will be determined using the Dual Credit Interim Annotated Benchmarks (link to file).
- 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(s) for each Dual Credit Program.

4. SCWI Funding and Reporting

The release of the 2013-14 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 (link to file) verifying end-of-year calculations. See the *School College Work Initiative (SCWI), Reporting, Approval & Monitoring Process for 2012-2013 School Year* (link to file) 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 14, 2012.
- No later than January 11, 2013 RPTs are also expected to send 3 hard copies of:
 - the completed Signature Form, including signatures of appropriate College Presidents, Directors of Education,
 - 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 Programs 2013-14.

To:

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School/College/Work Initiative

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6. Notification Timelines

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

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