



APPRENTICESHIP ACCREDITATION

Phase II

**Final Documentation
for
Apprenticeship Program Accreditation**

[Insert Name of Program and Educational Agency]

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I. PROGRAM HISTORY

Provide a history of the program, describing when it began, any changes it has undergone in size or delivery, location, etc.

II. INSTRUCTIONAL STAFF

A. Teaching Load Averages

In the space provided, indicate the actual ranges for faculty members having a full-time assignment in the apprenticeship unit. Give actual data for the current semester:

	Actual Range
Teaching Contract (<i>Hours/Week/Faculty</i>)	[INSERT RESPONSE]
Hours Per Week Available/Faculty (<i>on campus</i>)	[INSERT RESPONSE]
Laboratory Size (<i># of students</i>)	[INSERT RESPONSE]
Class Size (<i># of students</i>)	[INSERT RESPONSE]
Assistants (Student Marker) (<i>Hours per Week per Assistant</i>)	[INSERT RESPONSE]

C. Procedures to Maintain Competence of the Faculty and Currency of the Programs

Describe any activities, organizational units and related facilities which are associated with the apprenticeship unit and operated for the purposes of developing the professional currency of the faculty and maintaining the technical currency of the programs, including technical curriculum studies, seminars, faculty development programs and opportunities, leaves of absence for industrial experience, summer employment opportunities, industrial advisory committee activities, provisions for encouragement of faculty participation in committee activities of technical societies, etc.. You may also include any policy regarding private consulting work, sponsored research projects, and extra compensation. Policy Manuals may be attached.

[INSERT RESPONSE]

D. Faculty Evaluation

Describe the policy relating to the evaluation of permanent and contractual faculty effectiveness and currency. Include copies of evaluation forms. Related Policy Manuals may be attached.

[INSERT RESPONSE]

III. EDUCATIONAL FACILITIES

All educational facilities and equipment cited here will be validated during the site visit.

A. Classrooms/Laboratory/Shop Facilities

- (i) Number of classrooms dedicated to program
- (ii) Number of laboratories dedicated to program
- (iii) Number of shops dedicated to the program
- (iv) Provide a listing of materials and equipment utilized by the program. Equipment listing should show number of units, date of acquisition and use by general subject area.

Type of Facility	Primary Use	Equipment Type	No. of Units	Date of Acquisition

B. Computer Facilities

Provide a listing of computer hardware and software. The list should be divided into units specifically dedicated to the apprenticeship unit and those to which students have access.

Laboratory	Primary Use	No. of Units	Equipment Type	Date of Acquisition

C. Partnerships with Industry and Other External Agencies on Resource Sharing

In the event that components of the apprenticeship program cannot be delivered in-house and resources are shared with an external agency, please provide a listing and description of such arrangements and services. Contracts with these external agencies stating same will be validated during the site visit.

[INSERT RESPONSE]

D. Resource Center

Describe the resource centre facilities available to students in the apprenticeship program. Please include the following information:

- (i) Are the resource center facilities located in-house or dependent on external resources?
- (ii) If external, please explain the nature of the arrangement to facilitate student access.
- (iii) Are the facilities administered within the apprenticeship unit or by a central library?
- (iv) Is there specific apprenticeship resource material located in the various apprenticeship units or is it housed in a central location? Please explain the arrangements.
- (v) What hours are resource center facilities available to apprenticeship students? When is reference service available? Are services available to evening students?
- (vi) Describe the professional services available and trained resource center staff assigned primarily to assist the apprenticeship unit. Use separate sheets to provide full information.

[INSERT RESPONSE]

IV. COURSE PORTFOLIO

The Plans of Training provided to the Educational Agency by the Provincial Apprenticeship and Certification Board have been derived from the National Occupational Analysis for each designated occupation and reflect the competencies identified in these Analyses. Successful completion of this Plan ensures that apprentices have completed all the technical and practical training necessary to write the Interprovincial Examination. Therefore, it is essential that the Educational Agency effectively cover all competencies.

You are required to submit two CORE course portfolios with your Phase II documentation. The remaining portfolios will be examined during the site visit. The course portfolio should contain the following items to provide a comprehensive sample of course evaluation instruments and student performance. For each evaluation instrument there should be three student papers: One from each of the top, middle and lower end of the range of marks. The fundamental competencies must be 100% met or findings of shortcomings will be noted.

Each Core course portfolio should contain the following:

- A page that lists each practical and theoretical objective in the PoT with page reference(s) where each objective is covered in the lesson plan.
- Detailed lesson plans for each course. Each lesson plan **must** include the following:
 - Objectives(s) from the PoT
 - List of instructional aids, materials and tools
 - Location (ie shop or classroom)
 - Duration
 - Reference materials (i.e. texts, handouts, websites)
 - Lesson outline including activities
 - Assessment tools
- A list of resource material used to support the delivery of each course.
- The name, author, and publication information for any textbook used in each course.
- The marking scheme for each course. Each should include a clear breakdown of how students will be evaluated, especially with regard to the evaluation tools used and how they will be weighed.
- A copy of all evaluation tools with marking scheme and answer key. Evaluation tools include, but are not limited to, exams, practical projects, quizzes and assignments.
- For each evaluation tool, there must be three recent samples of student work: one each from the lower end, mid point and upper end of the range of achievement.

V. STUDENT SUCCESS AND SATISFACTION

- A. Please provide the data for each program offered in the last year which indicates student enrollment, successful completion, failure to complete, and withdrawal. Documentation of reasons for withdrawal should be included, if available.

[INSERT RESPONSE]

- B. Please provide documentation of student complaints (if any) and their resolution.

[INSERT RESPONSE]

- C. Student satisfaction with the program and instructors is often measured through student evaluations. If your educational agency employs such strategies or has written policy on student evaluation it should be included in your documentation.

[INSERT RESPONSE]

VI. PROGRAM EVALUATION BY GRADUATES

A minimum of three graduates of the program who are working or have worked at the occupation since graduation will be interviewed by the team. The educational agency must provide names and contact information of the graduates and notify them that they will be contacted by someone from the accreditation team and asked to provide feedback on the program.

[INSERT RESPONSE]

VII. EMPLOYER EVALUATION OF GRADUATES

Along with the Phase II submission, the educational agency submits a list of at least three employers who employed graduates from the applicable program. The educational agency must use due diligence to provide the names and contact information of such employers. The Program Coordinator will then make contact with the employers to arrange a convenient time for them to provide feedback on the program to the PDO, either by phone or email. On the behalf of the educational agency, the PDO will invite the employer to lunch on the day of the site visit so additional feedback may be provided. This will be coordinated with the educational agency.

[INSERT RESPONSE]