

Adult Basic Education

Policy and Procedures Manual

2019-20

TABLE OF CONTENTS

| | |
|---|----|
| 1. Introduction | 4 |
| 1.1 Scope, Purpose, and Mandate..... | 4 |
| 1.2 Policy Manual Format and Definitions | 6 |
| 2. Provision of ABE Programs | 7 |
| 2.1 Provincial Delivery System..... | 7 |
| 2.2 Program Descriptions | 8 |
| 2.3 Approval Process for the Release of Funding..... | 9 |
| 2.4 Instructor Qualifications | 10 |
| 2.5 Admissions: Age Requirements | 11 |
| 2.6 Initial Intake and Assessment: Determining Placement..... | 12 |
| 2.7 Permanent Learner Records | 13 |
| 2.8 Transcripts | 14 |
| 2.9 Learner Rights and Responsibilities..... | 15 |
| 2.10 Insurance: Accident Coverage | 16 |
| 2.11 Work-Based Learning Assignments | 17 |
| 2.12 Information Sharing and Privacy Protection | 18 |
| 2.13 Assessment of Learner Progress..... | 19 |
| 2.14 Income Support for ABE Learners..... | 20 |
| 3. ABE Levels One and Two | 21 |
| 4. ABE Level Three (Adult 10) | 22 |
| 4.1 ABE Level Three (Adult 10): Approved Courses..... | 22 |
| 4.2 ABE Level Three (Adult 10): Credits..... | 23 |
| 4.3 ABE Level Three (Adult 10): Transfer Credits..... | 24 |
| 4.4 ABE Level Three (Adult 10): Transcripts | 26 |

| | |
|---|----|
| 5. Adult Secondary Completion: ABE Level Four (Adult 12) | 27 |
| 5.1 ABE Level Four (Adult 12): Registration and Reporting Procedures..... | 27 |
| 5.2 ABE Level Four (Adult 12): Credit Requirements..... | 28 |
| 5.3 ABE Level Four (Adult 12): Credit for Prior Learning 30 | 31 |
| 5.4 ABE Level Four (Adult 12): Approval to Submit Adult Secondary Level Credits | 35 |
| 5.5 ABE Level Four (Adult 12): Provincial Examinations | 38 |
| 5.6 ABE Level Four (Adult 12): Transcripts | 42 |
| 6. GED® Test | 43 |
| 6.1 GED® Test: Eligibility Criteria and Test-Writing Registration Procedures..... | 43 |
| 6.2 GED® Test: Statement of Marks, Transcripts, and Diplomas..... | 44 |
| 6.3 GED® Test: Security of Examinations..... | 45 |
| APPENDICES | |
| Appendix A: Contact Information..... | 46 |
| Appendix B: Curricula and Resources..... | 47 |
| Appendix C: List of Forms | 48 |

1. Introduction

1.1 Scope, Purpose, and Mandate

Scope

The policies and procedures outlined in this manual have been developed to assist our post-secondary institutions in the administration and delivery of Adult Basic Education (ABE) programs in Saskatchewan.

The term ABE applies to educational programs that provide foundational academic and vocational preparation for adults. They include any course of studies that increases a person's ability to function at home, in the community, in the workplace, or in further academic or skills training. These programs include, but are not limited to:

- ABE Levels One and Two (literacy levels);
- Life Skills;
- Job Readiness;
- ABE - Essential Skills for the Workplace (ABE- ESWP);
- English as an Additional Language (EAL);
- ABE Level Three (Adult 10);
- ABE Level Four (Adult 12); and
- GED® Test.

ABE helps adults fulfill one or more of the following goals:

- To acquire and develop literacy and numeracy skills;
- To increase educational levels for purposes of self-improvement;
- To learn and develop living and social skills;
- To acquire the necessary academic prerequisites in preparation for:
 - Further post-secondary education and skills training opportunities; and/or
 - Employment and workplace training opportunities; and
- To acquire and develop language skills for purposes of living in Saskatchewan.

The formal ABE post-secondary institutions are Saskatchewan's seven regional colleges, Saskatchewan Polytechnic (Sask Polytech), Saskatchewan Indian Institute of Technologies (SIIT), Dumont Technical Institute (DTI), and Lakeland College. Other delivery organizations, including community-based organizations, can deliver ABE Levels One and Two programs as well as other non-credit programs.

Purpose

This manual:

- Provides information on ABE programs for adults;
- Specifies approved curricula and other foundational documents to be used in program delivery;
- Identifies instructor certification requirements for those programs for which provincial certification is issued;
- Provides procedures for the administration and delivery of these programs; and
- Provides links to forms and documents on the Ministry of Immigration and Career Training's and the Ministry of Education's websites.

Mandate

This manual provides authority for the delivery of ABE in Saskatchewan, describes program goals, and identifies programs that fall within the scope of this manual. Authority to implement this manual is given to the Deputy Ministers of the Ministry of Immigration and Career Training and the Ministry of Education.

Under authority of the Ministry of Immigration and Career Training, ABE programs are provided by the province's post-secondary institutions to help adults acquire the knowledge, skills, abilities, and attitudes required for participation in community/family life and/or further academic pursuits or skills training.

ABE Level Four (Adult 12)

In June 1995, the Minister of Education granted authority for Saskatchewan's post-secondary institutions to deliver secondary level courses for ABE Level Four (Adult 12) programming. The Skills Training Branch, Ministry of Immigration and Career Training, provides funding to deliver ABE Level Four (Adult 12) programming and the Office of the Registrar, Ministry of Education, administers policies for ABE Level Four (Adult 12) programs as related to:

- Grade 12 Provincial Examinations;
- Issuance of official transcripts of Secondary Level Achievement;
- Maintenance of a central registry of student marks in the ABE Level Four (Adult 12) program; and
- Student demographic information.

Revisions to this manual are on the authority of the Executive Director, Skills Training Branch, Ministry of Immigration and Career Training, in collaboration with the Office of the Registrar, Ministry of Education.

1.2 Policy Manual Format and Definitions

| | |
|-----------------------------------|---|
| Acronyms | <p>ABE Adult Basic Education EAL English as an Additional Language PTA Provincial Training Allowance GED® Name of the five tests that constitute the GED Exam ICT Ministry of Immigration and Career Training ED Ministry of Education</p> |
| Background | This gives historical and contextual information about the policy. |
| Forms | Forms are listed and may be hyperlinked and included in an appendix. |
| Guidelines | These are factors or criteria the Ministries (Ministry of ICT and the Ministry of ED) use in interpreting and applying policy. |
| Mandate | <p>For the purposes of this manual, the Ministry of ICT and the Ministry of ED have authority to establish policy. Policies may originate from legislation, regulation, a Cabinet or Ministerial decision, a ministry goal or practice, and/or precedent.</p> <p>Administration of the programs identified in the manual is primarily the responsibility of the Skills Training Branch, Ministry of ICT. In collaboration with the Ministry of ED, the Ministry of ICT has made provision for the province’s post-secondary institutions to offer secondary level courses to adults registered in ABE Level Four (Adult 12) programs. Administrative responsibility for the delivery of secondary level courses is managed in co-operation with the Ministry of ED and the Ministry of ICT.</p> |
| Policy/ Procedure | <p>For the purposes of this manual, <i>Policy</i> is a statement of intent, which provides direction for a course of action.</p> <p>For the purposes of the manual, <i>Procedures</i> detail who does what, how, when, and in what order. They relate to process, or “how” policies or programs are to be implemented and administered.</p> |
| Post-secondary institution | The term post-secondary institution represents Saskatchewan’s seven regional colleges, DTI, SIIT, Sask Polytech, and Lakeland College as identified in Policy 2.1. |
| Rationale | The rationale expresses the purpose (the “why”) of a policy. |
| References | References apply to the originating units of the two Ministries (Ministry of ICT and the Ministry of ED) that establish policy. References may also include program administrators’ roles and responsibilities for administering the program. Other sources include manuals, handbooks, and guides. |

2. Provision of ABE Programs

2.1 Provincial Delivery System

| | |
|------------------------------|--|
| Policy/ Procedure | <p>Post-secondary institutions authorized to deliver ABE programs include:</p> <ul style="list-style-type: none">• Carlton Trail College• Cumberland College• Great Plains College• North West College• Northlands College• Parkland College• Southeast College• Dumont Technical Institute• Saskatchewan Indian Institute of Technologies• Saskatchewan Polytechnic• Lakeland College <p>Only the post-secondary institutions cited in this manual have authorization from the Ministry of ICT:</p> <ul style="list-style-type: none">• Issue ABE Level Three (Adult 10) certificates for learners who have registered and completed an ABE Level Three (Adult 10) program; and• Apply annually to the Ministry of ED for approval to register adult secondary level credit towards an ABE Level Four (Adult 12) standing. |
| Rationale | To identify post-secondary institutions authorized to deliver ABE programs in Saskatchewan. |
| Reference | <p><i>The Regional Colleges Act</i></p> <p><i>The Education Act, 1995</i></p> <p><i>The Saskatchewan Polytechnic Act</i></p> <p><i>The Saskatchewan Indian Institute of Technologies Act</i></p> <p><i>The Post-Secondary Education and Skills Training Act</i></p> <p><i>Master Agreement: Gabriel Dumont Institute and Saskatchewan Education</i></p> |

2.2 Program Descriptions

| | |
|------------------------------|---|
| Policy/ Procedure | Post-secondary institutions may provide ABE programs as required. |
| Rationale | To provide a description of programs that fall within the mandate of ABE programs and to clarify program descriptions for certification and recordkeeping purposes. |
| Background | <p>Non-Credit Programs are those programs that help adults develop foundational literacy, life, and workplace skills. Post-secondary institutions or community-based organizations may offer non-credit programs. The province does not issue transcripts for non-credit programs. Non-credit courses include, but not limited to:</p> <ul style="list-style-type: none"> • ABE Levels One and Two (Literacy) programs – adults develop communication, numeracy, interpersonal skills, and lifelong learning skills, and may include aspects of life and work readiness skills. • Workplace Essential Skills programs – learners develop skills in document use, reading, numeracy, computers, oral and written communication, working with others and thinking skills that are necessary in all jobs. Program components may include assessment, classroom-based learning, and work placement. • Life Skills programs – learners develop problem-solving strategies and interpersonal skills, in programs that are designed to help learners cope with family and community life, finance, personal problems, and employment issues. • English as an Additional Language programs – non-English speakers acquire language and literacy skills. Adults who meet program eligibility criteria may enroll in English language programs where offered by the post-secondary institution. • Other programs – allow adults to enhance their academic skills for entrance into other education or trades programs. <p>Credit Programs are academic programs for which the province grants completion certificates. They include:</p> <ul style="list-style-type: none"> • ABE Level Three (Adult 10) programs provide adults with academic instruction in five subject areas: Communications, Social Sciences, Life/Work Studies, Mathematics, and Science. • ABE Level Four (Adult 12) programs include: <ul style="list-style-type: none"> • Adult Secondary Level Completion, which provides adults with an opportunity to enroll in Adult Secondary Level programs offered by the province’s post-secondary education system for the purpose of obtaining a Saskatchewan Grade 12 standing; • GED® Tests provides adults with an opportunity to earn a high school equivalency diploma; and • Select secondary level credits for adults who wish to enhance or complete 20 or 30 Level academic credits for entrance to other programs or for employment purposes. |

2.3 Approval Process for the Release of Funding

| | |
|------------------------------|--|
| Policy/ Procedure | <ul style="list-style-type: none"> • Post-secondary institutions will be notified of their grant allocation following the provincial budget release to clarify the process for the disbursement of funds for ABE programs offered. • Post-secondary institutions will receive allocations to deliver ABE programs in monthly payments. The first payment is released following the receipt and approval of the post-secondary institution’s Business Plan submissions. • All post-secondary institutions are expected to fully utilize the ABE funding in the program year it was granted. All post-secondary institutions are also expected to communicate any slippage in funding usage to the Ministry of ICT for review during the program year to ensure the grant is fully utilized for ABE programming. • Post-secondary institutions are required to submit: <ul style="list-style-type: none"> • <i>Multi-Year Business Plan Minimum Requirements</i> to the Technical and Trades Branch, Ministry of Advanced Education, (technicalandtrades@gov.sk.ca), who will collaborate with the Ministry of ICT. It is expected that each institution tailor individual business plans to meet their needs while incorporating the minimum requirements outlined in the <i>Multi-Year Business Plan Minimum Requirements</i> – submission deadline is 40 days after provincial budget allocation notification. • <i>ABE Program Management Plans</i> (electronic versions) to the Skills Training Branch, Ministry of ICT, (abe@gov.sk.ca) – due upon submission of the <i>Multi-Year Business Plan Minimum Requirements</i>. • <i>ABE Enrolment Verification Forms</i> to the Skills Training Branch, Ministry of ICT, (abe@gov.sk.ca) – forms and submission deadlines will be sent to institutions by the Skills Training Branch. • <i>Final Year End Reports</i> to the Skills Training Branch, Ministry of ICT, (abe@gov.sk.ca) – forms and submission deadlines will be sent to institutions by the Skills Training Branch. |
| | <p>The ABE allocation is provided to the province’s post-secondary institutions on an annual basis. Annual funding may vary depending on the government appropriation for the program or the Ministry of ICT’s priorities. The Budget Letter outlines expectations for ABE programming.</p> |
| Rationale | <p>To clarify the process for the disbursement of funds for ABE programs offered by the seven regional colleges, DTI, SIIT, Sask Polytech, and Lakeland College.</p> |
| Reference | <p><i>Multi-Year Business Plan Minimum Requirements – Ministry of Advanced Education and Ministry of Immigration and Career Training</i></p> <p><i>ABE Program Management Report Form</i></p> <p><i>Final Year End Report Forms</i></p> |

2.4 Instructor Qualifications

| | |
|------------------------------|---|
| Policy/ Procedure | Post-secondary institutions shall ensure employed instructors meet Ministry of ICT criteria/provincial regulations. Upon request, post-secondary institutions will inform the Ministry of ICT of educational qualifications/experience of instructors. |
| Rationale | To provide instructors with standards for non-credit and credit ABE programs. |
| Background | <p>Non-Credit Programs</p> <p>Post-secondary institutions must ensure that instructors teaching non-credit programs possess the knowledge, skills, abilities, and attitudes to deliver the courses effectively.</p> <p><u>Part-time GED® Preparation</u> – Post-secondary institutions and agencies offering part-time GED® Preparation must ensure that instructors possess the knowledge, skills, abilities, and attitudes to deliver the course effectively.</p> <p>Credit Programs</p> <p><u>ABE Level Three (Adult 10)</u> – Teachers in ABE Level Three (Adult 10) programs in Saskatchewan’s post-secondary institutions must hold or be eligible to hold a valid Saskatchewan teaching certificate.</p> <p><u>ABE Level Four (Adult 12)</u> – Teachers employed to teach secondary level programs must hold a valid Saskatchewan teaching certificate.</p> <p>Note:</p> <p>The Saskatchewan Professional Teachers Regulatory Board (SPTRB) has been established to regulate Saskatchewan’s teachers for the purpose of serving and protecting the public interest. Registered teachers are the only persons permitted to teach in Saskatchewan’s pre-kindergarten through Grade 12 education system. This means that all holders of Saskatchewan Teachers’ Certificates who wish to teach in Saskatchewan must register with the SPTRB before the beginning of each school year. The Ministry of ICT requires that all ABE Level Three (Adult 10) and ABE Level Four (Adult 12) instructors are registered and certified with the SPTRB. Further details on registration are on the SPTRB website.</p> |
| Reference | <p><i>The Registered Teachers Act 2015</i></p> <p><i>Registrar’s Handbook for School Administrators</i></p> <p><i>Saskatchewan Professional Teachers Regulatory Board</i></p> |

2.5 Admissions: Age Requirements

| | |
|-------------------------------------|---|
| <p>Policy/ Procedure</p> | <p>Post-secondary institutions are responsible for ensuring applicants for ABE programs meet criteria for admission.</p> <p>All applicants must be 18 years of age and out of school for one year (or 19 years of age) and meet the entrance requirements as set by the post-secondary delivery institution.</p> <p>Individuals between 16 and 18 years of age are normally enrolled in the local K-12 school. In exceptional circumstances, an individual may be allowed to enroll in an ABE program with permission from both the post-secondary institution and the local K-12 school. All parties must agree that the placement is the most appropriate and in the best interest of the individual. Note: These learners would not be eligible for PTA.</p> <p>Learners wanting to take the GED® Test battery must do so through the computer-based testing (CBT) process. They must be 18 years of age and not currently enrolled in an accredited high school program. The GED® Administrator can grant an exemption for a 17-year-old to write the GED® under the following conditions:</p> <ul style="list-style-type: none"> • The GED® credential is required to obtain a job; • The candidate has been home schooled, and a Grade 12 equivalency standing is required to gain entrance to a post-secondary institution; or • The candidate has left the regular school system. <p>If a candidate qualifies under the above conditions and would like to take the GED® Test, a GED® Age Waiver Request form must be submitted to the GED® Administrator. The following information must be included in the age waiver request: the candidate’s name, date of birth, and the reason for requesting the age waiver as well as parental/guardian consent.</p> <p>In all cases, the post-secondary institution reserves the right to accept or reject applicants or referrals to adult programs.</p> <p>Post-secondary institutions are expected to ensure that learners have the requisite skills, knowledge, and abilities to enter ABE programs.</p> |
| <p>Rationale</p> | <p>To identify age requirements for admission to ABE programs.</p> |
| <p>Forms</p> | <p><u>GED® Age Waiver Request</u></p> |

2.6 Initial Assessment and Placement: Determining Placement

| | |
|-------------------------------------|--|
| <p>Policy/ Procedure</p> | <p>Post-secondary institutions are required to have initial assessment and placement processes in place to ensure appropriate, consistent, and effective referral and placement of individuals into ABE programs. These processes shall be consistent with the <i>Intake and Assessment Framework for Basic Education and Related Programs for Adults (March 2003)</i>.</p> <p>All placement decisions must be made following consultations with learners to identify current knowledge, skills, and abilities. Appropriate initial assessment and placement services are essential for learner success. This process informs the teaching and learning process.</p> <p>To ensure learners receive effective placement in ABE programs, post-secondary institutions are required to:</p> <ul style="list-style-type: none"> • Deliver quality initial assessment and intake services; • Collect standard intake and assessment data; and, • Gather and share information within accepted protocols. |
| <p>Rationale</p> | <p>Individuals who approach post-secondary institutions for assistance are typically seeking information that will help them make career decisions that relate to further education, training, and employment.</p> |
| <p>Reference</p> | <p><i>Intake and Assessment Framework for Basic Education and Related Programs for Adults (March 2003)</i></p> <p><i>Career Action Plan Manual</i></p> |

2.7 Permanent Learner Records

| | |
|------------------------------|---|
| Policy/ Procedure | <p>Post-secondary institutions are required to ensure all permanent records of learners who register in ABE programs are collected and consistent with the information requested on the <i>Adult Basic Education Enrolment Form</i> and the <i>Adult Basic Education Program Record and Exit Form</i>.</p> <p>Post-secondary institutions submit information about participants enrolled in ABE programs when requested by the Ministry of ICT. This information should include detail on enrolments and completions/withdrawals and must be made available in a format acceptable to the Ministry.</p> |
| Rationale | <p>To ensure the Ministry maintains records of learner registrations, withdrawals, and completions for:</p> <ul style="list-style-type: none"> • The issuance of certification (transcripts, diplomas, etc.); • Program management, monitoring, and fiscal accountability; • Facilitating transfer of learner records between delivery organizations upon request of the learner; and • Statistics Canada requirements. |
| Forms | <p><u>Adult Basic Education Enrolment Form</u></p> <p><u>Adult Basic Education Program Record and Exit Form</u></p> |

2.8 Transcripts

| | |
|-------------------------------------|---|
| <p>Policy/ Procedure</p> | <p>Non-Credit Programs</p> <p>Post-secondary institutions will provide confirmation that learners have completed non-credit programs successfully. Transcripts will not be issued by province.</p> <p>Credit Programs</p> <ul style="list-style-type: none"> • Transcripts for all credit ABE programs will be made available to learners. • The Ministry of ICT may grant post-secondary institutions authority to issue original transcripts for ABE programs on its behalf. • Copies of transcripts for ABE Level Three (Adult 10) programs are available through the Ministry of ICT for \$25.00. Note: ABE Academic Studies 11 and 12 programs have not been offered since June 30, 1995, but transcripts for these programs may be obtained from the Ministry upon application. • Copies of GED® transcripts are available through the Ministry of ICT for a fee of \$25.00. • Copies of transcripts for secondary level courses are available through the Ministry of ED on a fee-for-service basis. |
| <p>Rationale</p> | <p>To ensure learners have access to education training records.</p> |
| <p>Reference</p> | <p><i>The Training Programs Regulations, 2020</i></p> |
| <p>Forms</p> | <p><i>Request for Adult Basic Education Transcripts (Prior to 2000)</i></p> <p><i>Request for GED® Transcripts and/or Diploma</i></p> <p><i>Request for High School and Adult 12 Transcripts (grades 10, 11, and 12) (After 2000)</i></p> |

2.9 Learner Rights and Responsibilities

| | |
|------------------------------|--|
| Policy/ Procedure | <p>Each post-secondary institution is required to adopt a policy defining learner rights and responsibilities and submit a copy of the institution’s learner rights and responsibilities to the Skills Training Branch upon request.</p> <p>Upon enrolment, learners are to be made aware of their rights and responsibilities including, but not limited to:</p> <ul style="list-style-type: none">• Intake and assessment processes;• Confidentiality and privacy;• Interpersonal relationships;• Attendance;• Accommodations for physical, mental, or intellectual disabilities;• Grievance procedures;• Right of appeal;• Withdrawal and termination; and• Access to equipment and facilities. |
| Rationale | <p>To ensure learners understand their rights and responsibilities as they pertain to their participation in ABE programs.</p> |

2.10 Insurance: Accident Coverage

| | |
|------------------------------|--|
| Policy/ Procedure | Post-secondary institutions shall ensure they have adequate insurance coverage for the associated level of risk for learners registered in ABE programs. |
| Rationale | Post-secondary institutions may be liable for learners' injuries while they are enrolled in ABE programs delivered by the post-secondary institution. |

2.11 Work-Based Learning Assignments

| | |
|-------------------------------------|--|
| <p>Policy/ Procedure</p> | <p>Post-secondary institutions are responsible for providing the necessary documentation to the Saskatchewan Workers' Compensation Board for work-based learning assignments.</p> <p>Post-secondary institutions may arrange work-based learning assignments for learners enrolled in ABE programs. Learners injured while on work-based learning assignments are eligible for accident coverage with Saskatchewan Workers' Compensation Board providing the following conditions are met prior to the placement of the learner:</p> <ul style="list-style-type: none"> • Post-secondary institutions must approve placements initiated by the learner and/or the post-secondary institution. • Post-secondary institutions are required to complete a signed Work-Based Learning Consent and Agreement that states the extent of the contract between the institution and the employer for the work-based learning assignment. <p>Post-secondary institutions shall monitor the work-based learning assignment and keep records of the placement on file.</p> |
| <p>Rationale</p> | <ul style="list-style-type: none"> • To ensure that learners in work-based learning assignments are monitored and not placed in jeopardy at the work-based learning assignments site. • To ensure that learners injured on work-based learning assignments have access to fair compensation. |
| <p>Authority</p> | <p>The Saskatchewan Workers' Compensation Board and the Ministry of Advanced Education have agreed that learners are eligible for coverage under the Workers' Compensation Board while taking part in work-based learning assignments with employers who are covered by the <i>Workers' Compensation Act, 1979</i>:</p> <ul style="list-style-type: none"> • <i>Memorandum of Understanding</i> between Workers' Compensation Board, Province of Saskatchewan, and Advanced Education (2009). |
| <p>Reference</p> | <p><u><i>Saskatchewan Workers' Compensation Board Policy Manual</i></u></p> |
| <p>Forms</p> | <p>Work-Based Learning Consent and Agreement</p> <p>Employers Initial Report of Injury</p> <p>Worker's Initial Report of Injury</p> |

2.12 Information Sharing and Privacy Protection

| | |
|-------------------------------------|---|
| <p>Policy/ Procedure</p> | <p>Post-secondary institutions are required to develop policies for the collection, secure storage, and sharing of personal information for learners enrolled in ABE programs, subject to the province's <i>The Freedom of Information and Protection of Privacy Act</i> and Regulations, as well as those laws specified by the federal government pertaining to the collection, use and release of personal information.</p> <p>Collection and Use of Personal Information</p> <p>Individuals need to be ensured that, based on informed consent, their personal information is treated confidentially, and that data is conveyed appropriately to outside agencies. Post-secondary institutions are responsible for all personal information under their control and are expected to develop plans for the secure storage and subsequent safe disposal of this information.</p> <p>Post-secondary institutions need to gather information to ensure individuals meet the requirements of a specific program. Only information relevant to the operation of a program should be collected; the purpose and use of the information is dependent on the program or service delivered. If individuals choose not to provide the data that is required, they must be made aware that they might not be eligible for entrance or continuation in a program.</p> |
| <p>Rationale</p> | <p>To ensure the learner's privacy is protected.</p> |
| <p>Background</p> | <p>Post-secondary institutions operate under the authority of the Ministry of ICT and are, therefore, subject to <i>The Freedom of Information and Protection of Privacy Act and Regulations</i>, as well as those laws and regulations specified by the federal government pertaining to the collection, use, and release of personal information.</p> |
| <p>Reference</p> | <p><u><i>The Freedom of Information and Protection of Privacy Act</i></u></p> <p><u><i>The Freedom of Information and Protection of Privacy Regulations</i></u></p> <p><u><i>The Local Authority Freedom of Information and Protection of Privacy Act</i></u></p> <p><u><i>The Local Authority Freedom of Information and Protection of Privacy Regulations</i></u></p> |

2.13 Assessment of Learner Progress

| | |
|-------------------------------------|---|
| <p>Policy/ Procedure</p> | <p>Post-secondary institutions are required to have an evaluation model in place for the assessment of learners enrolled in ABE programs.</p> <p>Individuals who are enrolled in programs expect to receive ongoing feedback that will assist them in making their educational experiences effective and valid.</p> <p>Non-Credit Programs</p> <p>Post-secondary institutions will provide learners with ongoing feedback about their participation in non-credit programs, as articulated in:</p> <ul style="list-style-type: none"> • The Circle of Learning (Benchmarks). <p>Credit Programs</p> <p>Each post-secondary institution will develop its own learner evaluation model using an adult education philosophy which includes best practices based on an authentic assessment model, as articulated in:</p> <ul style="list-style-type: none"> • Adult Education Foundations (October 2012); • ABE Level Three (Adult 10) Curriculum Guides; and • ABE Level Three (Adult 10) Integration Guide for Instructors. <p>Instructors will use appropriate evaluation to assign a final mark for inclusion in the learner’s permanent record.</p> |
| <p>Rationale</p> | <p>To ensure the standards of ABE curricula and other foundational documents are maintained.</p> |
| <p>Reference</p> | <p><u>Adult Education Foundations (October 2012)</u></p> <p><u>ABE Level Three (Adult 10) Curriculum Guides</u> – the guides can be accessed through the Information and Resources for ABE Training Partners (password-protected document). Authorized users can call (306) 787-2102 for the password.</p> <p><u>ABE Level Three (Adult 10) Integration Guide for Instructors</u></p> <p><u>The Circle of Learning (Benchmarks)</u> administered through Saskatchewan Literacy Network (SLN) is mandated as the provincial document for delivery of these programs.</p> |

2.14 Income Support for ABE Learners

| | |
|-------------------------------------|--|
| <p>Policy/ Procedure</p> | <p>Post-secondary institutions are responsible for the local management of the PTA. Each budget year, a shadow allocation is assigned to each post-secondary institution.</p> <p>In order to be eligible for PTA, a learner must be registered in a program that is approved for PTA.</p> <p>It is the responsibility of the post-secondary institution to submit a PTA Session Approval Request Form to the Skills Training Branch, Ministry of ICT for session approval at least three weeks prior to the program's start date.</p> <p>To obtain approval for PTA supported programs, post-secondary institutions must adhere to the conditions set out by the Ministry of ICT as identified in the current version of the document titled <i>Provincial Training Allowance: Information for Training Centres</i> and <i>The Training Allowance Regulations</i>.</p> <p>PTA provides flat rate income support for up to 36 months to low-income adults enrolled in approved, full-time ABE programs. Extensions may be granted to those individuals who continue to show progress, upon application by the post-secondary institution to the Ministry of ICT. All necessary documents must be completed and attached to the <i>Provincial Training Allowance Recommendation for Continuation Form</i>.</p> |
| <p>Rationale</p> | <p>To provide guidance to post-secondary institutions for the local management of the PTA.</p> |
| <p>Reference</p> | <p><u>What is a PTA Program?</u></p> <p><u>Information for Training Centres</u></p> <p><u>The Training Allowance Regulations</u></p> |
| <p>Forms</p> | <p><u>Information for Training Centres - Link to all PTA Forms</u></p> |

3. ABE Levels One and Two

| | |
|------------------------------|---|
| Policy/ Procedure | <p>Post-secondary institutions may, with Ministry approval, offer ABE Levels One and Two programs as part of their ABE programming.</p> <p>ABE Levels One and Two are non-credit programs designed to reflect adult roles as family members, community members, and workers.</p> <p>Post-secondary institutions will develop their programs based on learners' needs and goals and will use contexts that have the most relevance to the learners. The transferability of skills to different contexts will be encouraged. The instructor engages learners in a range of formative and summative assessment tasks that are directly related to the learning outcomes of the curriculum. A portfolio approach to assessment and evaluation is recommended.</p> <p>Post-secondary institutions may issue ABE Levels One and Two completion certificates for learners who achieve the required benchmarks. The province will not issue official transcripts. Certificates do not require a grade or mark.</p> <p>Program models for instruction may be structured formally or informally including, but not limited to, classroom instruction, learning centres, volunteer tutor instruction, or workplace delivery.</p> |
| Rationale | To provide courses of studies for adult learners with low literacy levels. |
| Reference | The Circle of Learning (Benchmarks) administered through Saskatchewan Literacy Network (SLN) is mandated as the provincial document for delivery of these programs. |

4. ABE Level Three (Adult 10)

4.1 ABE Level Three (Adult 10): Approved Courses

| | |
|------------------------------|---|
| Policy/ Procedure | <p>Post-secondary institutions, with Ministry approval, may offer ABE Level Three (Adult 10) programs leading to an ABE Level Three (Adult 10) certification.</p> <p>The Ministry has authorized five courses for study at ABE Level Three (Adult 10): Communications, Social Sciences, Life/Work Studies, Mathematics, and Science. Curriculum guides are available online from the Ministry of ICT.</p> <p>Learners who began ABE Level Three (Adult 10) programs prior to September 1, 2006, and completed the required courses (Communications, Social Sciences, Mathematics, and Science) by June 30, 2007, are considered to have a complete ABE Level Three (Adult 10) standing. All others must complete five courses, including the previously listed four courses plus Life/Work Studies.</p> <p>Learners may be able to gain credit for their prior achievements, skills, and activities for ABE Level Three (Adult 10) Life/Work Studies by completing the <i>Assessing Prior Learning</i> section as outlined in the Life/Work Studies Curriculum Guide.</p> <p>Learners may be able to gain credit for prior learning activities for ABE Level Three (Adult 10) Social Sciences (Unit 3: Extended Learning Opportunity) by completing the <i>Request for Prior Learning Recognition</i> form as outlined in the Social Sciences Curriculum Guide.</p> <p>As of September 1, 2007, only ABE Level Three (Adult 10) Curriculum Guides for the five mandatory courses are to be used in ABE Level Three (Adult 10) programs.</p> |
| Rationale | To outline provincially mandated courses of study for ABE Level Three (Adult 10) programs. |
| Reference | ABE Level Three (Adult 10) Curriculum Guides – the guides can be accessed through the Information and Resources for ABE Training Partners password-protected document. Authorized users can call (306) 787-2102 for the password. |

4.2 ABE Level Three (Adult 10): Credits

| | |
|-------------------------------------|--|
| <p>Policy/ Procedure</p> | <p>Post-secondary institutions are required to keep records of courses completed and marks awarded for learners enrolled in ABE programs. Learner records for ABE Level Three (Adult 10) will reside within the Ministry of ICT, accordance with the <i>ABE Program Record and Exit Form</i>.</p> <p>Post-secondary institutions are required to forward records of courses, in the approved format, to the Ministry of ICT.</p> <p>This applies to all learners enrolled in an ABE Level Three (Adult 10) program who:</p> <ul style="list-style-type: none"> • Withdraw from a program; • Are discontinued from a program; • Achieve credits for fewer than five courses; or • Graduate from the program. <p>Records may be transmitted on an electronic statement of marks or on the <i>ABE Program Record and Exit Form</i> if the post-secondary institution does not have access to the Student Information System for data entry.</p> <p>Written statements of marks are to be submitted to:</p> <p style="padding-left: 40px;">ABE Records Ministry of Immigration and Career Training 12th Floor, 1945 Hamilton Street Regina SK S4P 2C8</p> |
| <p>Rationale</p> | <p>To ensure learner records are maintained.</p> |
| <p>Forms</p> | <p><u><i>Adult Basic Education Program Record and Exit Form</i></u></p> |

4.3 ABE Level Three (Adult 10): Transfer Credits

| | |
|------------------------------|---|
| Policy/ Procedure | <p>Post-secondary institutions may grant a learner academic credit towards completion of ABE Level Three (Adult 10) for subjects completed successfully in the K-12 system.</p> <p>Appropriate assessment and placement services are essential for learner success. All credit transfer decisions must be made following counselling with the learner to ensure that the learner has the knowledge, skills, and abilities to achieve her/his academic and career goals. The ABE Level Three (Adult 10) curricula lists learning outcomes that adults need to gain in order to participate in, and contribute to, their communities. When a certificate of completion is granted, it is understood that the learnings promised by the curricula have been achieved.</p> <p>10 Level Courses</p> <p>A maximum of four Grade 10 credits, from those previously obtained in English 10, Social Studies 10, Mathematics 10, Workplace and Apprenticeship Mathematics 10, Foundations of Mathematics and Pre-calculus 10, and Science 10 can be transferred from the K-12 system for the purpose of certification of ABE Level Three (Adult 10) completion. These courses may be recognized as transfer credits in Communications, Social Sciences, Mathematics, and Science.</p> <p>Post-secondary institutions considering credit transfer must ensure that the skills gained through previously acquired courses meet the learning outcomes of the ABE Level Three (Adult 10) curricula. Service providers may also recognize transfer credits from other provincial education systems.</p> <p>Note:</p> <ul style="list-style-type: none">• For a learner to obtain transfer credit for English Language Arts 10, both Section A and Section B must be completed successfully.• Completion of History 10, Social Studies 10, or Native Studies 10 can be substituted for the ABE Level Three (Adult 10) Social Sciences course. Learners may be able to gain credit for their achievements, skills, and activities for credit in ABE Level Three (Adult 10) Social Sciences by completing the <i>Assessing Prior Learning</i> process as outlined in the Social Sciences Curriculum Guide.• Learners who have four transfer credits but still wish to obtain an ABE Level Three (Adult 10) completion certificate must fulfill the requirements for completion of ABE Level Three (Adult 10) Life/Work Studies.• Learners may be able to gain credit for their achievements, skills, and activities for credit in ABE Level Three (Adult 10) Life/Work Studies by completing the <i>Assessing Prior Learning</i> process as outlined in the Life/Work Studies Curriculum Guide. This includes credit for previously completed courses such as Career Studies 10, Life Transitions 10, and Wellness 10. |
|------------------------------|---|

4.3 ABE Level Three (Adult 10): Transfer Credits – continued

| | |
|-------------------------------------|--|
| <p>Policy/ Procedure</p> | <p>11 Level Courses</p> <p>These courses generally do not meet the learning outcomes in the ABE Level Three (Adult 10) curricula. In some cases, the 11 Level credit may be enough for the learner to achieve her/his academic and/or career goals. It is suggested, however, that the instructor, the learner, and the counsellor determine what learning outcomes the learner has achieved in the modified courses and build on those skills to complete ABE Level Three (Adult 10). All learners must still complete the requirements of the ABE Level Three (Adult 10) Life/Work Studies course for an ABE Level Three (Adult 10) certificate of completion.</p> <p>21 Level Courses</p> <p>Math 21 may be used as a credit depending on the academic and/or career goals of the learner and whether the learner has the skills and knowledge necessary to succeed in whatever goals have been chosen, as noted below:</p> <ul style="list-style-type: none"> • If the learner needs an Adult 10 completion for employment or some training opportunities, then the credit transfer would probably be allowed. • If the learner needs only an Adult 10 completion then the course could be used as a transfer credit, but the credit cannot be used for both ABE Level Three (Adult 10) and ABE Level Four (Adult 12). <p>Documentation of Transfer Credits</p> <p>Post-secondary institutions must document transfer credits and submit them electronically or by using the <i>ABE Program Record and Exit Form</i> to:</p> <p style="padding-left: 40px;">ABE Records Ministry of Immigration and Career Training 12th Floor, 1945 Hamilton Street Regina SK S4P 2C8</p> |
| <p>Rationale</p> | <p>To recognize partial credits completed prior to entering ABE Level Three (Adult 10) programs.</p> |
| <p>Reference</p> | <p>Post-secondary institutions acknowledging transfer credits from other provincial education systems may wish to refer to The Council of Ministers of Education(CMEC) document, Secondary Education in Canada: A Student Transfer Guide 10th Edition, 2008-2009 and the Ministry of Education document, Credit Transfer Guide: Saskatchewan Secondary Education</p> <p>Career Action Plan Manual</p> |
| <p>Forms</p> | <p>Adult Basic Education Program Record and Exit Form</p> |

4.4 ABE Level Three (Adult 10): Transcripts

| | |
|-------------------------------------|--|
| <p>Policy/ Procedure</p> | <p>Transcripts for ABE Level Three (Adult 10) programs are available through the Ministry of ICT.</p> <p>Post-secondary institutions may issue ABE Level Three (Adult 10) certificates, on behalf of the Ministry of ICT, for learners who complete the required areas of study successfully. Certification for completed ABE Level Three (Adult 10) courses must read <i>ABE Level Three (Adult 10)</i>.</p> <p>The Ministry of ICT issues official transcripts for ABE Level Three (Adult 10) programs. To obtain copies of transcripts, learners must forward a signed <i>Request for Adult Basic Education Transcripts</i>, along with payment of \$25.00, to:</p> <p style="padding-left: 40px;">ABE Records Ministry of Immigration and Career Training 12th Floor, 1945 Hamilton Street Regina, SK S4P 2C8</p> |
| <p>Rationale</p> | <p>To ensure learners have access to education training records.</p> |
| <p>Reference</p> | <p><u><i>The Training Programs Regulations, 2020</i></u></p> |
| <p>Forms</p> | <p><u><i>Request for Adult Basic Education (ABE) Transcripts</i></u></p> |

5. Adult Secondary Completion: ABE Level Four (Adult 12)

5.1 Registration and Reporting Procedures

| | |
|------------------------------|---|
| Policy/ Procedure | <p>Post-secondary institutions are required to maintain and forward the appropriate forms for Adult Secondary Level Completion (Adult 12) programs, as outlined in this policy, to the Ministry of ED.</p> <p>Post-secondary institutions do not fall under the legislative provisions of <i>The Education Act, 1995</i>, which governs K-12 Education for provincial school systems. Post-secondary institutions in Saskatchewan wishing to deliver 30 level credits required pursuant to the Adult 12 Policy may request and receive approval from the Ministry of ED.</p> <p>Permanent records for all learners enrolled in secondary level courses will reside within the Ministry of ED. The required documentation ensures that an educational framework is in place, which allows for the delivery of high school level courses under conditions like those required of provincial schools.</p> <p>Post-secondary institutions must use the Student Data System (SDS) web application to submit their enrollment/withdrawal course registration information for all learners registered in K-12 courses.</p> |
| Rationale | <p>To ensure that:</p> <ul style="list-style-type: none">• Learners are registered in secondary level courses;• Learner records are maintained; and• Transcripts can be issued. |
| Reference | <p><i>The Education Act, 1995</i></p> <p><i>The Registered Teachers Act, 2015</i></p> <p><i>Registrar’s Handbook for School Administrators</i></p> <p><i>Policy, Guidelines and Procedures for Alternative Education Programs, Alternative Guide 10, 11, and 12, 2016</i></p> |

5.2 Credit Requirements

| | |
|-------------------------------------|--|
| <p>Policy/ Procedure</p> | <p>Post-secondary institutions are required to maintain the intent and the integrity of the Ministry of ED Grade 12 (24 credits) in the provision of Adult Secondary Completion (Seven credits).</p> <p>Post-secondary institutions in Saskatchewan wishing to deliver secondary level credits required pursuant to the Adult 12 Policy must request and receive approval from the Ministry of ED.</p> <p>Adult learners who choose to complete their secondary level standing through a post-secondary institution have the option of completing under the 24-credit policy or under the Adult 12 policy depending upon previous secondary level courses taken. Prerequisite requirements are waived for adults.</p> <p>Under the Adult Secondary Level Completion (Adult 12) Policy, adults:</p> <ul style="list-style-type: none"> • Must complete seven credits; • Must obtain a minimum of five credits at the 30 level; • Must have one Science and one Math at the 20 or 30 level; • May take courses at the modified (advanced or basic) level; and • May use locally developed courses to meet elective requirements. <p>Credits may be attained by taking the course from a Saskatchewan secondary school or a Saskatchewan post-secondary institute approved to offer secondary level courses. In many cases, courses are also available through distance learning; School divisions advertise distance learning opportunities online. Note: Each school division offers various courses.</p> <p><u>Compulsory courses for Adult Secondary Level Completion (Adult 12):</u></p> <ul style="list-style-type: none"> • English Language Arts A30 and B30. • One math at the 20 or 30 level: <ul style="list-style-type: none"> • Math: Workplace & Apprenticeship 20 or 30; • Math: Pre-Calculus 20 or Pre-Calculus 30 (or Calculus 30); or • Math: Foundations 20 or 30. <p><u>Compulsory courses for Adult Secondary Level Completion (Adult 12):</u></p> <ul style="list-style-type: none"> • One science at the 20 or 30 level: <ul style="list-style-type: none"> • Environmental Science 20; • Physical Science 20; • Health Science 20; • Earth Science 30; • Biology 30; • Chemistry 30; • Physics 30; or, • Computer Science 20 or 30. |
|-------------------------------------|--|

5.2 Credit Requirements – continued

| | |
|-------------------------------------|---|
| <p>Policy/ Procedure</p> | <ul style="list-style-type: none"> • One Canadian Studies at the 30 level: <ul style="list-style-type: none"> • History 30: Canadian Studies, or • Native Studies 30: Canadian Studies, or • Social Studies 30: Canadian Studies. • Two electives at the 30 level (one may be a Prior Learning credit). <p>Elective requirements may be met through the following options:</p> <ul style="list-style-type: none"> • Offer 30 level courses pursuant to the Ministry’s list of approved secondary level courses; • Offer locally developed courses (refer to <i>Policy and Procedures for Locally Developed and Modified Courses of Study and Alternative Education Programs</i>); and/or • Offer a Prior Learning 30 credit (refer to <i>Policy 5.3: Credit for Prior Learning 30</i>). <p>Alternative Education Adult 12 Program</p> <p>The requirements for an Alternative Education Adult 12 are:</p> <ul style="list-style-type: none"> • minimum of seven credits, five of which are at the 30 level. • Courses must be completed successfully. • Courses may be taken at the alternative, modified, and/or regular level. • Locally developed courses may be used to meet elective requirements. • Course credit requirements are: <ul style="list-style-type: none"> ○ English Language Arts A 30, A 31 or A 38; ○ English Language Arts B 30, B 31 or B 38; ○ One of mathematics 20, 21, 28, 30 or 38; and ○ Four electives at the 20 or 30 level*. <p>* Career and Work Exploration is a highly recommended elective. * Additional electives should be selected tailored to the strengths and needs of the student.</p> <p>Note:</p> <ul style="list-style-type: none"> • Courses from the following series may be used to meet requirements for completion: 21, 31. • Locally developed courses designated with an L (20L, 30L) may be used to meet elective requirements only. <p>With reference to the credits for courses, which are no longer available, learners who have previously obtained credits for these courses (e.g. General Mathematics 30, Geology 30, and Agriculture 20) may still use these credits to meet the credit requirements for Adult Secondary Level Completion (Adult 12).</p> |
|-------------------------------------|---|

5.2 Credit Requirements – continued

| | |
|------------------|--|
| Rationale | To provide post-secondary institutions with information about the credit requirements for Adult Secondary Level Completion (Adult 12). |
| Reference | <i>Policy, Guidelines and Procedures for Alternative Education Programs, Alternative Guide 10, 11, and 12, 2016</i> <i>Registrar's Handbook for School Administrators</i> |

5.3 Credit for Prior Learning 30

| | |
|------------------------------|---|
| Policy/ Procedure | <p>A maximum of one Prior Learning 30 (PL30) credit can be used as an elective of the seven credits required for completion of the Adult 12 program under the Adult 12 Policy.</p> <p>Post-secondary institutions offering the option of a PL30 credit must ensure the policy and procedures governing the issuing of PL30 credit are followed. It is important that institutions ensure that each learner is informed of the admission requirements of the post-secondary programs they are considering because these requirements may limit choices of elective subjects.</p> <p>Adult learners are responsible for submitting documented evidence for consideration of a PL30 credit to the post-secondary institution using the <i>ABE Prior Learning 30 Form</i>.</p> <p>The post-secondary institution must assess the documented evidence according to RPL Guidelines and, subsequently, may recommend granting PL30 credit to the Office of the Registrar, Ministry of ED. PL30 credit may be given for Recognition of Prior Learning in the following three areas:</p> <ol style="list-style-type: none">1. Qualifications Recognition:<ul style="list-style-type: none">• A Saskatchewan and/or Interprovincial Journeyperson – if the Journeyperson Certificate is being recognized for PL30 credit, the applicant will automatically receive a second elective credit for Career and Work Exploration 30 (WKEX30).2. Credit Transfer:<ul style="list-style-type: none">• Formal learning – credit received for a course or series of courses delivered by a post-secondary institution and containing the equivalent of at least 100 hours of instruction.3. Prior Learning Assessment and Recognition (PLAR):<ul style="list-style-type: none">• PLAR is a systematic process that assesses and recognizes an individual’s knowledge and skills regardless of where or how the learning was acquired. |
|------------------------------|---|

5.3 Credit for Prior Learning 30 – continued

| | |
|-------------------------------------|--|
| <p>Policy/ Procedure</p> | <p>Non-formal learning, if it meets the following conditions:</p> <ul style="list-style-type: none"> • In the case of a non-credit course (such as Employment Readiness); • The course is delivered by an educational delivery organization, or a Saskatchewan community-based organization, and the course has been completed successfully; • The course contains a minimum of 100 hours of instruction; and • The course contains defined aims, goals, outcomes, content, skills, and evaluation: <ul style="list-style-type: none"> • In the case of a work-related course or series of courses (e.g. First Aid, CPR, of Food Safe); • The course or series of courses is verified by the delivering body as having been completed successfully by the learner; • The course or series of courses includes a minimum of 100 hours of instruction; and • The course or series of courses contains defined aims, goals, outcomes, content, skills, and evaluation. <p>Non-formal learning, if it meets the following conditions:</p> <ul style="list-style-type: none"> • Employment is documented by the employer; • Employment is for a minimum of 30 hours per week for 20 consecutive weeks (600 hours determined through a different combination of hours and weeks may be considered); and • Specific workplace essential skills have been mastered. <p>Self-employment, if the learner can present portfolio-based evidence from the self-employment that displays competency in the essential skills. The academic counsellor must be satisfied that enough competence is shown by the artefacts presented by the learner to grant a prior learning credit. Evidence may be provided by clients, suppliers, or by reviewing bookkeeping records, GST returns, and other documentation.</p> <p>Activities of community involvement where specific knowledge, skills, and abilities have been mastered.</p> |
|-------------------------------------|--|

5.3 Credit for Prior Learning 30 – continued

| | |
|-------------------------------------|--|
| <p>Policy/ Procedure</p> | <p>If informal learning experiences are identified through self-employment or community involvements, someone from the community (other than the learner) who is familiar with the skills mastered must verify these skills. In order to qualify for PL30 credit, the learner must produce an assessment containing evidence that skills needed for work, learning and life have been achieved. The critical workplace skills include working with others, thinking/problem-solving and computer use, as well as basic communication and numeracy skills.</p> <p>An applicant may submit a combination of learning gained through informal and non-formal experience for recognition consideration.</p> |
| <p>Rationale</p> | <p>To enable learners completing Grade 12 under Adult 12 policy to receive one elective credit for knowledge, skills, and abilities gained through formal, non-formal, and informal prior learning experiences.</p> |
| <p>Guidelines</p> | <p>The intent of the PL30 policy is to provide the means for a learner to receive credit towards Adult 12 completion for relevant learning acquired outside of the Adult 12 program (and prior to entering the Adult 12 program). The post-secondary institution delivering the Adult 12 program must submit a completed assessment form recommending credit recognition. In all cases, other than for informal and non-formal learning documented in a portfolio, supporting documentation must be included. If a portfolio has been evaluated, the institution must attach a completed copy of the assessment tool it has used for evaluation to its completed recommendation for credit recognition. The post-secondary institution must retain portfolio information for a minimum of eight years.</p> <p>If seeking credit under the journey person option, a certified copy of the certificate issued from the Saskatchewan Apprenticeship and Trade Certification Commission or the issuing authority in another province/territory must be attached.</p> <p>The institution delivering the Adult 12 program must verify and recommend the informal and non-formal learning experiences for a PL30 credit. Typically, the verification of these experiences will require the learner to provide evidence of having acquired critical workplace essential skills.</p> <p>A prior learning cannot include:</p> <ul style="list-style-type: none"> • ABE Level Three (Adult 10) credits; • Bridging-to-ABE Level Four (Adult 12) courses or materials; • Any course or part of a course delivered concurrently with an existing ABE Level Four (Adult 12) program; concurrent courses might be considered for Special Project Credit within the pre-K-12 education system; or • Evidence of informal and non-formal learning received more than five years prior to entry in the ABE Level Four (Adult 12) program. |

5.3 Credit for Prior Learning 30 – continued

| | |
|-------------------|--|
| Guidelines | Requests for PL30 credit recognition must be verified and recommended by the post-secondary institution official responsible for Adult 12 to: Office of the Registrar Student and Educator Services Unit Ministry of Education 2220 College Avenue REGINA SK S4P 4V9 Fax Number: (306) 787-0035 Email: student.records@gov.sk.ca |
| Reference | <i>Prior Learning Credit (Adult 12 Program)</i> |
| Forms | <i>Request/Documentation for <u>Prior Learning 30 – Application for Credit</u></i> |

5.4 Approval to Submit Adult Secondary Level Credits

| | |
|-------------------------------------|---|
| <p>Policy/ Procedure</p> | <p>Post-secondary institutions intending to offer adult secondary level courses for the Adult 12 program must obtain approval annually from the Registrar and Director of Student and Educator Services, Ministry of ED, to submit adult secondary level credits.</p> <p>Post-secondary institutions in Saskatchewan wishing to deliver 30 level credits required pursuant to the Adult 12 Policy may request and receive approval from the Ministry of ED. To meet the elective requirements, the post-secondary institution may choose from 30 level courses that appear on the approved <i>Secondary Level Courses</i> list. Institutions have the option of a locally developed course to meet the elective requirement. Learners may also use a PL30 credit to meet the elective requirements.</p> <p>Courses at the 10 and 20 level may be delivered to meet an identified need in the community and pursuant to the approved list of <i>Secondary Level Courses</i>. This approval is not intended to establish the post-secondary institution as a school to deliver the entire 24 credit high school program. It is intended to enable post-secondary institutions to deliver courses that meet community-identified entrance requirements for employment or further education/training (i.e., maths and sciences).</p> <p>The following procedures have been established to assist post-secondary institutions to document that they have met the requirements of the Ministry of ED for approval of the registration of learners. The required documentation ensures that an educational framework is in place which supports delivery of high school level courses under conditions like those required of provincial schools.</p> <p>Post-secondary institutions do not fall under the legislative provisions of <i>The Education Act, 1995</i>, which governs K-12 Education for provincial school systems. Post-secondary institutions in Saskatchewan wishing to deliver 30 level credits required pursuant to the Adult 12 Policy may request and receive approval from the Ministry of ED.</p> <p>Instructors who register learners for credit courses under this policy must work under the supervision of a person who meets the provincial requirements as a Director of Education. Post-secondary institutions are responsible for either employing or arranging for the services of a Director of Education. Throughout this document that individual is referred to as the Approved Supervisor.</p> <p>Responsibilities of the Approved Supervisor must include supervision of teachers in the secondary level program as well as staff accessing learner information through the Ministry of ED's Student Tracking web application. The Approved Supervisor must also maintain close communications with the Ministry of ED.</p> |
|-------------------------------------|---|

5.4 Approval to Submit Adult Secondary Level Credits – continued

| | |
|-------------------------------------|--|
| <p>Policy/ Procedure</p> | <p>To be eligible to be appointed as a Director of Education, the following requirements must be met (Education Regulations 5(1)):</p> <ul style="list-style-type: none"> • holds or meets the requirements to hold a Professional "A" Certificate issued pursuant to <i>The Teacher Certification and Classification Regulations</i>; • has completed at least one year of graduate study at a recognized university in a field that relates to the major duties of a Director of Education; • submits evidence to the Registrar and Director of Student and Educator Services of a minimum of two years of teaching experience in Canada at the elementary or secondary school level; • submits evidence to the Registrar and Director of Student and Educator Services of a minimum of two years of experience in Canada as an educational administrator; and • contract of employment by the appropriate post-secondary institution. <p>It is the responsibility of the supervisor designated by the post-secondary institution to provide documents to the Registrar and Director of Student and Educator Services, Ministry of ED. The Ministry of ED verifies that the criteria for a Director of Education have been met as well as evidence of employment.</p> <p>Teacher Certification</p> <p><i>The Education Act, 1995</i> requires that all K-12 teachers hold a Saskatchewan teaching certificate. Therefore, for learners to receive secondary level credit in post-secondary institutions, teacher(s) who are employed to teach secondary level courses must have a Saskatchewan teaching certificate. Teachers new to the province are responsible to apply to the Saskatchewan Professional Teachers Regulatory Board, for certification.</p> <p>Teacher Accreditation</p> <p>Accreditation means granting to a teacher the responsibility of determining the final mark or standing of the learners in a specified secondary level subject or subjects.</p> <p>Teachers may wish to apply to practice teacher accreditation as set out in the Ministry of ED online document Accreditation (Initial and Renewal): Policies and Procedures.</p> |
|-------------------------------------|--|

5.4 Approval to Submit Adult Secondary Level Credits – continued

| | |
|-------------------|--|
| Rationale | <ul style="list-style-type: none"> • To meet requirements of <i>The Education Act, 1995 and The Education Regulations, 2015</i>. • To outline processes required by the Office of the Registrar, Ministry of ED that ensures course credits can be issued. |
| Background | Post-secondary institutions do not fall under the legislative provisions of <i>The Education Act, 1995</i> which governs K – 12 Education for provincial school systems. |
| Reference | <p><u><i>The Education Act, 1995</i></u></p> <p><u><i>The Education Regulations, 2015</i></u></p> <p><u><i>Saskatchewan Professional Teachers Regulatory Board</i></u></p> |
| Forms | <p><i>Secondary Level Program Approval and Delivery in Post-Secondary Institution:</i></p> <ul style="list-style-type: none"> • <i>Form 2 – 10 Level Courses, 20 Level Courses, and 30 Level Courses</i> • <i>Form 3 – Teacher Certification</i> <p>Approval documents are available from:</p> <p>Office of the Registrar Student and Educator Services Unit Ministry of Education 2220 College Avenue REGINA SK S4P 4V9</p> |

5.5 Provincial Examinations

| | |
|------------------------------|--|
| Policy/ Procedure | <p>Adults taking secondary level courses from teachers who are not accredited shall write provincial examinations in accordance with the policies provided by the Ministry of ED.</p> <p>General</p> <p>Grade 12 provincial examinations are administered by the Ministry of ED for learners who are taking secondary level courses instructed by non-accredited teachers. These examinations are written in November, December, January, March, April, May, June, and August of each year.</p> <p>Provincial examinations are prepared in the following grade 12 subjects:</p> <ul style="list-style-type: none">• English Language Arts A30 and B30;• Biology 30;• Chemistry 30;• Physics 30;• Math: Workplace and Apprenticeship 30;• Math: Foundations 30; and• Math: Pre-Calculus 30. <p>Examination Appeal Procedures</p> <p>Applications for rereading of provincial examination papers must be made by the learner and must be made immediately following receipt of marks. The Ministry of ED reserves the right to refuse applications for appeals received later than two weeks from the postmark mailing of the Transcript of Secondary Level Achievement. There is no charge for appeals.</p> <p>Candidates who have written a provincial examination:</p> <ul style="list-style-type: none">• may appeal if they have received a composite score of over 42 percent;• may NOT appeal more than two subjects at any examination sitting; and• may NOT appeal if the examination was written as a supplemental. <p>A written letter is no longer required. (Use the <i>Application for Provincial Examination Appeal</i> form in Section 6 of the Registrar’s Handbook).</p> |
|------------------------------|--|

5.5 Provincial Examinations – continued

| | |
|------------------------------|--|
| Policy/ Procedure | <p>Supplemental Examinations</p> <p>A learner may write a Ministry of ED supplemental examination to raise his/her mark in a Grade 12 subject in which a provincial examination is prepared. Supplemental examinations will be written for 100 per cent of the final mark.</p> <p>Since only one credit can be awarded for each subject, credit is given for the highest passing mark. Only the higher mark will appear on the transcript. Candidates cannot appeal marks obtained on supplemental examinations.</p> <p>Learners taught a Grade 12 subject by an accredited teacher shall have the opportunity to write either a teacher-prepared comprehensive supplemental examination or a Ministry of ED supplemental examination. Post-secondary institutions are encouraged to develop policy regarding teacher-prepared supplemental examinations, indicating the timeframe in which learners can request a teacher-prepared supplemental examination. Post-secondary institutions are urged to ensure that when setting dates for teacher-prepared supplemental examinations there is no conflict with the examination dates set for provincial examinations.</p> <p>Accommodations</p> <p>Special provisions may be made for writing provincial examinations for learners with sensory disabilities, physical disabilities, acute or chronic illness, and learning disabilities.</p> <p>The special provisions must not compromise the integrity of the formally stated foundational and learning objectives. Qualified personnel must base requests for special provisions on assessment of need.</p> <p>Decisions regarding special provisions or considerations are made by the Assessment Unit, Student Achievement and Supports Branch in consultation with the school and Ministry of ED personnel. Parents or guardians and other involved agencies may also be consulted.</p> <p>This request must be directed to the Assessment Unit, Student Achievement and Supports Branch, as early in the session as possible. The person responsible for administering ABE programs in that location will be notified in writing of the special provisions that can be made for the learner.</p> |
|------------------------------|--|

5.5 Provincial Examinations – continued

| | |
|-------------------------------------|---|
| <p>Policy/ Procedure</p> | <p>Teacher Guide</p> <p>The Ministry of ED has developed the <i>Provincial Examinations: Teacher Guide</i> to assist teachers in preparing learners who will be writing provincial examinations.</p> <p>For each course, the guide includes a prototype examination followed by a suggested answer key. Marker comments are also available.</p> <p>Security of Examinations</p> <p>The chief presiding officers and presiding officers when handling the examination booklets must keep absolute security of all examinations. It is unlawful to reproduce any of the items appearing on the exams. All surplus booklets must be accounted for and returned to the Ministry of ED. The Chief Presiding Officer shall:</p> <ul style="list-style-type: none"> • ensure that provincial examinations are written only on the days specified and at the times indicated on the official timetable; • ensure that examination centres remain open at least one hour from commencement time to allow for candidates arriving late; • not permit a candidate to leave the examination room before the expiration of one hour from the commencement of the examination except in case of illness; and • ensure that examination centres remain open 30 minutes beyond the official conclusion time to provide all learners the option of taking up to 30 minutes of additional time to complete provincial examinations. <p>Writing Centres</p> <p>Writing centres for provincial examinations are established on an “as needed” basis. Post-secondary institutions will have to provide documentation verifying need and accommodation of learners for each writing session.</p> <p>Adult (correspondence, adult classes, home study) learners are eligible to write provincial examinations at any of the official writing centres established throughout the province and listed on the reverse side of the official timetables.</p> <p>Adults may also write at a post-secondary institution that has received approval to offer the Adult 12 program. Adults must register in advance of the examination session and should verify the writing centre by contacting Provincial Exam Registration, Office of the Registrar at (306) 787-8319.</p> |
|-------------------------------------|---|

5.5 Provincial Examinations – continued

| | |
|------------------|---|
| Rationale | To provide learners enrolled in secondary level courses with regular access to provincial examinations. |
| Reference | <i>Registrar’s Handbook for School Administrators (contains Presiding Officers’ Manual)</i> |
| Forms | <i>Application for Special Provisions: Grade Twelve Provincial Examinations</i> <i>Application to Establish an Outside Writing Centre: Grade Twelve Provincial Examinations</i> Forms are available from: Office of the Registrar Student and Educator Services Unit Ministry of Education 2220 College Avenue REGINA SK S4P 4V9 |

5.6 Transcripts

| | |
|------------------------------|---|
| Policy/ Procedure | <p>Transcripts for secondary level courses are available through the Ministry of ED.</p> <p>The official record of high school completion is known as the <i>Transcript of Secondary Level Achievement</i>. Learners wanting a copy of their high school transcript or Adult 12 transcript can order High School and Adult 12 transcripts online.</p> |
| Rationale | <p>To ensure learners have access to permanent learner records.</p> |
| Forms | <p><u>Request for High School and Adult 12 Transcripts (Grades 10, 11, 12)</u></p> <p>Transcripts are available from:</p> <p>Office of the Registrar Student and Educator Services Unit Ministry of Education 2220 College Avenue REGINA SK S4P 4V9</p> |

6. GED® Test

6.1 GED® Test: Eligibility Criteria and Test-Writing Registration Procedures

| | |
|-------------------------------------|---|
| <p>Policy/ Procedure</p> | <p>The GED® Diploma is an option for people who have not completed high school and wish to pursue a non-academic career. The Ged® Diploma is recognized by many employers and by some post-secondary institutions.</p> <p>The Ged® Test measures academic skills, knowledge, ideas, and thinking skills generally associated with a high school program of study. These skills have been developed through life experiences and learnings. The GED® Test Battery contains five tests that measure reading, writing, social studies, science and mathematics.</p> <p>Adults may take the GED® Tests at approved Test Centres in Saskatchewan.</p> <p>GED® Test Process</p> <p>To write the GED® Test individuals must be 18 years of age and not currently enrolled in an accredited high school program. The GED® Administrator can grant an exemption for a 17-year-old to write the GED® under the following conditions:</p> <ul style="list-style-type: none"> • The GED® credential is required to obtain a job; • The candidate has been home schooled, and a Grade 12 equivalency standing is required to gain entrance to a post-secondary institution; and/or • The candidate has left the regular school system. <p>If a candidate qualifies under the above conditions and would like to write the GED® Tests, a GED® Age Waiver Request form must be submitted to the GED® Administrator. The age waiver request must include the candidate’s name, date of birth, and the reason for requesting the age waiver.</p> <p>Candidates must register on-line at www.ged.com and make an on-line payment of \$7.00 USD per test. Testing Centres may purchase a voucher on behalf of the candidate, if that person is not able to make an on-line payment.</p> <p>The candidate must present photo identification to the GED® Examiner at the selected testing site prior to taking the GED® Tests.</p> <p>Learners can refer to the Ministry of ICT website for information on testing.</p> |
| <p>Rationale</p> | <p>The GED® Tests provide adults with the opportunity to earn the GED® Diploma.</p> |
| <p>Reference</p> | <p><i>Writing the GED® Tests</i></p> <p><i>GED® Annual Contract Between the GED® Testing Service and the Ministry of Immigration and Career Training.</i></p> |
| <p>Forms</p> | <p><i>GED® Age Waiver Request</i></p> |

6.2 GED® Test: Statement of Marks, Transcripts, and Diplomas

| | |
|-------------------------------------|--|
| <p>Policy/ Procedure</p> | <p>The Ministry of ICT is responsible for maintaining a permanent record of scores for candidates who write the GED® Tests.</p> <p><i>A GED® Transcript and Diploma</i> will be sent to each writer who completes all five GED® Tests successfully.</p> <p>Copies of GED® transcripts are available through the Ministry of ICT for \$25.00. Writers must complete the <i>Request for GED® Transcript and/or Diploma</i> form. Note: The only time a written letter will be accepted is by providing a permission slip from the individual who requires their transcript.</p> <p>Candidates may request that transcripts be sent to organizations of their choice. Completed request forms, accompanied by the fees payable to the Ministry of Finance, must be sent to:</p> <p style="padding-left: 40px;">GED® Testing Program Ministry of Immigration and Career Training Revenue and Financial Services 1000-2103 11th Avenue REGINA SK S4P 3Z8</p> |
| <p>Rationale</p> | <p>To ensure candidates who write the test(s) have ongoing access to their GED® scores.</p> |
| <p>Reference</p> | <p><i>The Training Programs Regulations, 2020</i></p> |
| <p>Forms</p> | <p><i>Request for GED® Transcript and/or Diploma</i></p> |

6.3 GED® Test: Security of Examinations

| | |
|------------------------------|---|
| Policy/ Procedure | <p>The Ministry of ICT is responsible for ensuring the security of examination materials at GED® Test Centres. The only Test Centres that conduct paper-based testing are those at provincial correctional centres. A contract is signed with the GED® Testing Service annually that outlines the Ministry of ICT's duties and responsibilities to ensure the secure handling and storage of the GED® test materials.</p> <p>The Ministry of ICT has provided each correctional centre with a Policy Manual as well as procedural instructions regarding secure storage of test booklets and submission of answer sheets.</p> |
| Rationale | <p>The GED® Testing Service requires that each Test Centre using paper-based testing maintains and implements a plan for the security of all GED® testing materials.</p> |
| Reference | <p><i>GED® Annual Contract Between the General Educational Development Testing Service of the American Council on Education and the Province of Saskatchewan</i></p> |
| Forms | <p><u>The GED® Program Policy Manual</u></p> |

Appendix A

Contact Information

[Ministry of Immigration and Career Training](#)

**Director and GED® Administrator
Skills Training Branch**

12th Floor, 1945 Hamilton Street
REGINA SK S4P 2C8
Phone: (306) 787-0477
Fax: (306) 787-7182

**Senior Program Analyst, ABE
Skills Training Branch**

12th Floor, 1945 Hamilton Street
REGINA SK S4P 2C8
Phone: (306) 787-2505
Fax: (306) 787-7182

[Ministry of Education](#)

Registrar's Mailing Address:

Ministry of Education
Student and Educator Services Unit
2220 College Avenue
REGINA SK S4P 4V9
Phone: (306) 787-6081 – Registrar
Fax: (306) 787-0035 – Student and Educator Services
Email: student.records@gov.sk.ca
Phone: (306) 787-6006 – Provincial Examinations
Fax: (306) 798-7493 – Provincial Examinations
Email: assessment@gov.sk.ca

Appendix B

Curricula and Resources

ABE Levels One and Two

Saskatchewan Literacy Network
202 – 626 Broadway Avenue
SASKATOON SK S7N 1A9
Phone: (306) 651-7288
Fax: (306) 651-7287

[*The Circle of Learning \(Benchmarks\)*](#)

ABE Level Three (Adult 10)

Skills Training Branch
Ministry of Immigration and Career Training
12th Floor, 1945 Hamilton Street
REGINA SK S4P 2C8
Telephone: (306) 787-0477
Fax: 787-7182

[*ABE Level Three \(Adult 10\) Curriculum Guides*](#)

ABE Level Four (Adult 12)

[*Saskatchewan Curriculum*](#)

GED® Resources

Resources are available through post-secondary institutions.

Appendix C

List of Forms

| Policy | Name of Form |
|--------|--|
| 2.5 | <u>GED® Age Waiver Request</u> |
| 2.7 | <u>Adult Basic Education Enrolment Form</u> <u>Adult Basic Education Program Record and Exit Form</u> |
| 2.8 | <u>Request for Adult Basic Education Transcripts</u> <u>Request for GED Transcripts and/or Diploma</u> <u>Request for High School and Adult 12 Transcripts (grades 10, 11, and 12)</u> |
| 2.11 | <u>Work-Based Learning Consent and Agreement</u> <u>Employers Initial Report of Injury</u> <u>Worker's Initial Report of Injury</u> |
| 2.14 | <u>Information for Training Centres - Link to all PTA Forms</u> |
| 4.2 | <u>Adult Basic Education Program Record and Exit Form</u> |
| 4.3 | <u>Adult Basic Education Program Record and Exit Form</u> |
| 4.4 | <u>Request for Adult Basic Education (ABE) Transcripts</u> |
| 5.3 | Request/Documentation for <u>Prior Learning 30 – Application for Credit</u> |
| 5.5 | <u>Application for Special Provisions: Grade Twelve Provincial Examinations</u> <u>Application to Establish an Outside Writing Centre: Grade Twelve Provincial Examinations</u> |
| 5.6 | <u>Request for High School Transcripts (Grade 10, 11, and 12)</u> |
| 6.1 | <u>GED® Age Waiver Request</u> |
| 6.2 | <u>Request for GED® Transcript and/or Diploma</u> |
| 6.3 | <u>GED® Testing Policies and Procedures Manual: 2014 Edition</u> |