

Saskatchewan Essential Skills Programming

Policy Manual

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1. Essential Skills Policy Manual Format

Purpose

This section describes the manual format to support efficient user navigation.

1.1 Sections and Subsections

- **Section** – addresses an Essential Skills subject area and is identified by a number (e.g. 1, 2, 3).
- **Purpose** – describes the intent of that section.
- **Policy Statement** – highlights key requirements and processes included in the section.
- **Subsection** – provides guidelines for specific topics that fall within the scope of each section and is identified by a number (e.g. 1.1, 1.2, 1.2.1).

The sections are organized to flow from one subject area to the next as follows:

Sections 1-3	Overview of the manual structure and content
Sections 4	Foundational Essential Skills elements
Sections 5-9	Program-specific Essential Skills elements
Sections 10-16	Learner-specific Essential Skills elements
Section 17	Record of changes to the manual

1.2 Resources, Tools, and Documentation Requirements

As needed, links to “Resources and Tools” and “Documentation Requirements” are included as subsections at the end of a section. “Documentation Requirements” are included using this format:

Policy	Documentation
<i>Section number and policy title</i>	<i>Title of documentation required for implementation of the policy</i>

2. Acronyms and Definitions

Purpose

This section lists acronyms and definitions of technical terms used in the manual. Acronyms and technical terms are listed in alphabetical order. Where possible, definitions are based on legislative authorities.

2.1 Acronyms

ESWP – Essential Skills for the Workplace

ICT – Immigration and Career Training

MoE – Ministry of Education

AE –Advanced Education

PreK-12 – Prekindergarten to Grade 12

ETI – Education and Training Incentive

SPTRB – Saskatchewan Professional Teachers Regulatory Board

2.2 Definitions

The term **Essential Skills** encompasses a suite of non-credit and credit Adult Basic Education (ABE) programs. Essential Skills programs support three key objectives: to develop basic skills in areas considered essential for employment; increase education and/or certification levels; and help adults obtain educational prerequisites for further training or employment.

These programs include, but are not limited to:

- ABE Levels 1 and 2 (Literacy);
- Adult 10 (Level 3);
- Adult 12 (Level 4);
- Essential Skills for the Workplace (ESWP);
- English as an Additional Language (EAL); and
- GED® Test.

10, 20 and 30 Level Courses mean courses that follow the provincial secondary level curriculum. Provincial 10 level courses are not to be confused with the Level 10 courses described under Section 7 ABE Adult 10. Adult 12 curriculum includes 20 and 30 level courses.

Accreditation means granting a teacher the responsibility of determining the final mark or standing of the students in a specified Grade 12 (level 30) subject or subjects. The courses taught by a teacher granted accreditation privileges by MoE must be within the framework of the provincial curriculum.

Work-integrated learning is an unpaid work experience as a component of an educational program where the participating students are engaged with a host organization (e.g., employer for the purpose of learning job-specific and/or general employability skills. For example: Standalone ESWP programs have a minimum of 60 hours of work integrated learning.

3. Essential Skills Policy Manual Overview

Purpose

This section serves as an introduction to the Essential Skills Policy Manual.

Policy Statement

The Essential Skills Policy Manual:

- provides the authority for the delivery of Adult Basic Education in Saskatchewan;
- identifies programs that fall within the scope of Essential Skills;
- describes the intent of Essential Skills programs; and
- specifies the Ministry of ICT direction and requirements regarding Essential Skills program administration, development, and delivery.

The Ministry of ICT and the MoE have the authority to administer Essential Skills program requirements as described in this manual.

Under the authority of the Ministry of ICT, the ABE programs identified in this manual are provided by the province's post-secondary institutions to help adults acquire the knowledge, skills, abilities and attitudes required for participation in employment, education and community life.

3.1 Objectives

The objective of the ES Policy Manual is to clearly articulate ICT's requirements in relation to the administration, development, and delivery of ES programs.

3.2 Authorities

The Saskatchewan Essential Skills Policy Manual includes directives issued under the authority of:

- [*The Post-Secondary Education and Skills Training Act*](#)
- [*The Training Program Regulations, 2020*](#)
- [*The Education Act, 1995*](#)
- [*The Regional Colleges Act*](#)
- [*The Saskatchewan Polytechnic Act*](#)
- [*The Saskatchewan Indian Institute of Technologies Act*](#)

Post-secondary institutions that deliver Essential Skills also operate to meet the requirements of:

- *Gabriel Dumont Institute of Native Studies and Applied Research, Inc. (GDI) Agreement on Terms and Conditions for Operating Transfers: Ministry of Advanced Education and GDI*
- *Lakeland College Agreement on Terms and Conditions for Operating Transfers: Lakeland College and Ministry of Advanced Education*
- [*The Registrar's Handbook for School Administrators*](#) (for Adult 12 program)
- *Memorandum of Understanding for Secondary Level Programming with the MoE (Adult 12 program)*

Additional authorities and requirements are referenced within the text of the policy as needed.

3.3 Policy Inquiries

Direct policy inquiries to skillstraining@gov.sk.ca.

4. Provincial Delivery System

Purpose

The authority to deliver ABE programming is granted by the Ministry of ICT. This section identifies the post-secondary institutions authorized by the Ministry of ICT to deliver ABE programs in Saskatchewan.

Policy Statement

Only the post-secondary institutions cited in this manual have authorization from the Ministry of ICT to:

- 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.

4.1 Authorized Post-Secondary Institutions

The post-secondary institutions listed below are authorized to deliver ABE programs:

- Carlton Trail College
- Cumberland College
- Dumont Technical Institute
- Great Plains College
- Lakeland College
- North West College
- Northlands College
- Parkland College
- Saskatchewan Indian Institute of Technologies
- Saskatchewan Polytechnic
- Southeast College

5. Essential Skills for the Workplace (ESWP)

Purpose

This section provides an overview of the ESWP program and outlines ICT's requirements for delivery.

Policy Statement

Post-secondary institutions, with the Ministry of ICT approval, may offer ESWP programs.

ESWP provides learners with the essential skills required to gain and retain employment. The program also connects learners with local employers through work-integrated learning to:

- support essential and employment skills development;
- provide learners with work and/or work-integrated learning experiences (for definition see 2.2); and
- support employer access to potential employees who have the skills needed to enter the workforce.

ESWP targets, but is not limited to, individuals from groups that are under-represented in the labour market.

5.1 Instructor/Facilitator Qualifications

ESWP instructors/facilitators must:

- possess the knowledge, skills, abilities, and attitudes to meet the desired outcomes and implement the course effectively; and
- meet any other qualifications required by the post-secondary institution.

Upon request, post-secondary institutions will inform the Ministry of ICT of instructors' educational qualifications and experience.

5.2 ESWP Course Requirements

Post-secondary institutions may use essential and employment skills development resources, based on their discretion.

Post-secondary institutions must develop relationships with local employers to:

- identify the need for occupation specific ESWP programming based on labour market demand;
- identify essential and employment skills requirements to incorporate into ESWP programming;
- develop work-integrated learning opportunities; and
- encourage active employer participation in learner assessment.

Depending on learner readiness, work-integrated learning may involve:

- a work placement with one employer; or
- a combination of work exploration opportunities, such as shorter work terms, volunteering, simulated work experience and information interviews with employers.

Post-secondary institutions must provide work placement employers with the information and tools required to fulfill the employer's role, as determined by the post-secondary institution. As well, post-secondary institutions must fulfill their responsibilities outlined in the *Agreement between the Ministry of Advanced Education and the Workers' Compensation Board*. Please refer to Section 16.2 Workers' Compensation for Unpaid Work-Integrated Learning.

ESWP may take the form of:

- a stand-alone program directed at ABE Level 1 and 2 (Literacy) learners;
- a stand-alone program directed at Adult 10 and Adult 12 (Level 3 and 4) learners; or
- a program component supplementing Adult 10 and Adult 12 (Level 3 and 4) academic programming.

Stand-alone ESWPs are aligned with a specific curriculum, have a specific cohort of learners who move through the program together and require a minimum of 60 hours of work-integrated learning. Stand-alone ESWPs may provide general essential and employment skills development or focus on occupation-specific essential skills development.

ESWP components are integrated into Adult 10 and Adult 12 (Level 3 and 4) academic programming based on individual *Learning and Career Plans*. Components may include, for example, participation in:

- a work placement; or
- a programming offered in conjunction with Adult 10 and Adult 12, for example, Early Childhood Education Level 1, Security Guard or Pathways to Continuing Care.

Incorporating essential or employment skills into Adult 10 (Level 3) or Adult 12 (Level 4) academic courses does not constitute an ESWP program and, therefore, does not fall under the umbrella of this section.

5.3 Assessment of Learner Progress

The Ministry of ICT expects post-secondary institutions to have in place a fair and comprehensive policy to guide assessment of learner progress for ESWPs, encompassing:

- an initial assessment of each ESWP learner's essential and employment skills;
- learner participation in development of a *learning and career plan* (format to be developed or selected by the post-secondary institution); and
- regular and ongoing assessment of learner progress on essential and employment skills development.

"Assessment of Learner Progress" under Sections 8, 9 and 10 (Level 1 and 2, Adult 10 and Adult 12) will also apply, depending on the level associated with an ESWP program.

5.4 Certificates and Transcripts

For stand-alone ESWPs, post-secondary institutions may issue completion certificates to learners who meet completion requirements set by the post-secondary institution. Certificates do not require a grade or a mark. The province will not issue transcripts.

6. ABE Level 1 and 2 (Literacy)

Purpose

This section provides an overview of ABE Level 1 and 2 (Literacy) and outlines the Ministry of ICT requirements for delivery.

Policy Statement

Post-secondary institutions, with the Ministry of ICT approval, may offer ABE Level 1 and 2 programming.

ABE Level 1 and 2 programming focuses on foundational skills development for adults with skill levels below those required for entry into Adult 10 (Level 3) programming. The programming equips learners to actively participate in employment, education, and community life.

6.1 Instructor/Facilitator Qualifications

ABE Level 1 and 2 instructors/facilitators must:

- possess the knowledge, skills, abilities, and attitudes to meet the desired outcomes and implement the course effectively; and
- meet any other qualifications required by the post-secondary institution.

Upon request, post-secondary institutions will inform the Ministry of ICT of instructors'/facilitators' educational qualifications and experience.

6.2 Level 1 and 2 Course Requirements

The Ministry of ICT has endorsed *Circle of Learning, Saskatchewan Adult Literacy Benchmarks, Levels 1 and 2* to guide delivery. Based on post-secondary institution discretion, additional resources may be used for delivery of Levels 1 and 2.

Programming may be offered in the classroom or workplace, at the discretion of the employer.

As skill levels tend to vary by subject matter, learners may be enrolled in courses under multiple Essential Skills programs at the same time.

6.3 Assessment of Learner Progress

The Ministry of ICT expects post-secondary institutions to have in place a fair and comprehensive policy to guide assessment of learner progress for Level 1 and 2 programming. The policy must encompass:

- learner participation in development of a *learning and career plan* (format to be developed or chosen by the post-secondary institution); and
- regular and ongoing assessment of learner progress.

Based on the post-secondary institution's discretion, assessment may be aligned with the benchmarks and learning outcomes identified in *The Circle of Learning, Saskatchewan Adult Literacy Benchmarks, Levels 1 and 2* and/or other adult literacy resources.

6.4 Certificates and Transcripts

Post-secondary institutions may issue Level 1 and 2 completion certificates to learners who meet completion requirements set by the post-secondary institution. Certificates do not require a grade or a mark. The province will not issue transcripts.

6.5 Resources and Tools

Circle of Learning, Saskatchewan Adult Literacy Benchmarks, Levels 1 and 2: http://saskliteracy.ca/wp-content/uploads/2015/01/Circle-of-Learning_Final-April-2016.pdf

7. ABE Adult 10 (Level 3)

Purpose

This section provides an overview of provincially mandated courses of study for ABE Adult 10 (Level 3) programming and outlines the Ministry of ICT requirements for post-secondary delivery of Adult 10.

Policy Statement

Post-secondary institutions, with the Ministry of ICT approval, may offer Adult 10 programming.

Adult 10 programming builds on learners' foundational skills to prepare them for further education and employment.

7.1 Instructor/Facilitator Qualifications

Adult 10 instructors/facilitators must:

- possess the knowledge, skills, abilities, and attitudes to meet the desired outcomes and implement the course effectively; and
- hold, or being eligible to hold, a Saskatchewan Teacher's Certificate issued by the SPTRB; or an equivalent combination of education and experience as determined by the post-secondary institution.
- meet any other qualifications required by the post-secondary institution.

Upon request, post-secondary institutions will provide the Ministry of ICT with instructors'/facilitators' educational qualifications and experience.

7.2 Adult 10 Course Requirements

The Ministry of ICT has authorized five courses of study for Adult 10:

- Communications
- Social Sciences
- Mathematics
- Science
- Life/Work Studies

Learners must complete these five required courses to attain Adult 10 certification. Post-secondary institutions must adhere to Adult 10 Curriculum Guides for the five Adult 10 courses.

As skill levels can vary by subject matter, learners may be enrolled in courses under multiple Essential Skills programs at the same time.

Learners who began 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 completed Adult 10.

7.2.1 Approval to Offer MoE 10 Level Courses

In certain cases, post-secondary institutions may offer MoE 10 level courses, using the Grade 10 provincial curriculum, for the purpose of meeting employment requirements and post-secondary entrance requirements identified by employers and post-secondary institutions (typically, these are math or science courses). The intention is not to have the Adult 10 curriculum replaced by PreK-12 curriculum, but to allow for these situations where an Adult 10 credit is needed.

Approval to offer 10 level courses must be obtained through the MoE. Please see Subsection 8.1.1 Course Approval for more information.

7.3 Transfer Credits

Adult 10 learners who have successfully obtained Grade 10 credits in the PreK-12 education system, including Locally Modified Course credits, may qualify to have credits transferred toward completion of Adult 10.

Transfer credits may be substituted for Adult 10 Communications, Social Sciences, Mathematics and Science credits.

Note that all learners must successfully complete Adult 10 Life/Work Studies to obtain Adult 10 certification.

The Ministry of ICT expects post-secondary institutions to have in place a consistent and transparent policy on making credit transfer decisions.

7.3.1 Transfer Credits – Grade 10 Courses (10 Level)

When assessing credit transfers, post-secondary institutions must ensure the knowledge and skills gained in the Grade 10 course meet the learning outcomes of the Adult 10 curriculum.

A maximum of four Grade 10 credits may be transferred as follows:

Adult 10 Curricula	PreK-12 Education System Grade 10 Transfer Credits
Communications	English Language Arts A10 and B10 (both must be successfully completed)
Social Sciences	Social Studies 10 or History 10 or Native Studies 10
Mathematics	Math 10: Workplace and Apprenticeship or Math: Foundations and Pre-calculus 10
Science	Science 10

Post-secondary institutions may also recognize transfer credits from other provincial education systems. Please refer to the following resources as needed:

- The Ministry of Education’s *Credit Transfer Guide*
- The Council of Ministers of Education’s *Secondary Education in Canada: A Student Transfer Guide 2008-2009*

It is the responsibility of the post-secondary institution to evaluate and recognize transfer credits from other educational systems.

7.3.2 Transfer Credits – Grade 10 Locally Modified Courses (11 Level)

The Saskatchewan PreK-12 education system offers Locally Modified Courses (designated as 11 level) to fulfill Grade 10 requirements in language arts, mathematics, sciences and social sciences.

11 level credits do not generally meet the learning outcomes of Adult 10 curriculum. While there may be exceptions depending on the learner’s academic and career goals, it is generally recommended that post-secondary institutions not accept 11 level transfer credits, but rather have the learner build on the knowledge and skills gained through the 11-level course to complete the Adult 10 course.

It is important for learners to understand that **Locally Modified Courses may not be accepted as entrance requirements at post-secondary institutions.**

7.3.3 Transfer Credits – Grade 11 Locally Modified Basic Mathematics (21 Level)

A Math 21 credit may be transferred to Adult 10 depending on the learner’s academic and employment goals. For example, if learner requires a 30 or 31 level mathematics course the post-secondary institution may advise them to transfer their Math 21 credit to Adult 10 (rather than use the 21 level credit toward Adult 12 completion). In these cases, the Math 21 fulfills the mathematics requirement for the Adult 12 program.

It is important to remember that the Math 21 credit cannot be used for both Adult 10 and Adult 12 completion. Where a Math 21 credit has been transferred to Adult 10, the onus is on the post-secondary institution to ensure this credit is not also used for completion of Adult 12.

7.4 Recognition of Prior Learning

Learners may apply for recognition of prior learning under the Adult 10 Social Sciences and Adult 10 Life/Work Studies curricula.

Under the Social Sciences curriculum, “Unit 3: Extended Learning Opportunity” learners may apply for unit credit through the Recognition of Prior Learning process, which involves completion of the *Request for Prior Learning Recognition* form included in the guide. Please refer to the *Social Studies Curriculum Guide* for further information.

Under the Life/Work Studies curriculum, learners may “challenge” specific learning outcomes by providing evidence that they achieved the learning outcome according to assessment criteria predetermined by the instructor/facilitator working with the learner. Please refer to the Adult 10: *Life/Work Studies Curriculum Guide* for further information.

7.5 Assessment of Learner Progress

The Ministry of ICT expects that post-secondary institutions have in place a fair and comprehensive policy to guide assessment of learner progress for Adult 10 programming. The policy must encompass:

- learner participation in development of a *learning and career plan* (format to be developed or chosen by the post-secondary institution); and
- regular and ongoing assessment of learner progress based on learning outcomes included in Adult 10 curricula.

7.6 Certificates and Transcripts

7.6.1 Certificates

Post-secondary institutions are required to issue Adult 10 certificates, on behalf of ICT, to learners who successfully complete Adult 10 credit requirements.

Adult 10 certificates must read either “Adult Basic Education Adult 10 (Level 3)” or “Adult Basic Education Level 3 (Adult 10)”.

7.6.2 Transcripts

The Ministry of ICT issues official paper transcripts for Adult 10 courses on a fee-for-service basis. Learners wanting a copy of their Adult 10 transcript must use the *ABE Transcript Request* form available online from the Ministry of ICT.

When the Ministry of ICT receives a request, the learner is directed to ask the post-secondary institution(s) to send transcript information to the Ministry of ICT at ged@gov.sk.ca. Once the Ministry receives the transcript information official paper copies of the transcript are provided to the learner and the receiving institution.

Post-secondary institutions may also issue copies of transcripts for Adult 10, on the Ministry of ICT’s behalf.

Transcripts for Academic Studies 11 and 12 programs, which have not been offered since June 30, 1995, are also available on a fee-for-service basis using the *ABE Transcript Request* form available online from the Ministry of ICT.

7.7 Resources and Links

- Saskatchewan Professional Teachers Regulatory Board (SPTRB): <https://www.sptrb.ca/web/sptrb/>
- Adult 10 Curriculum Guides: publications.saskatchewan.ca/#/categories/1189.
- *ABE Transcript Request Form*: www.saskatchewan.ca/residents/jobs-working-and-training/job-training-and-financial-support-programs/adult-basic-education/request-abe-transcripts

7.8 Documentation Requirements

Policy	Documentation
7.6.2 Transcripts	<i>ABE Transcript Request Form</i>

8. ABE Adult 12 (Level 4)

Purpose

This section provides an overview of provincially mandated courses of study for ABE Adult 12 (Level 4) and outlines the Ministry of ICT and MoE requirements for post-secondary institution delivery of Adult 12.

Policy Statement

Post-secondary institutions, with the Ministry of ICT and MoE approval, may offer ABE Adult 12 programming.

Adult 12 programming provides learners with an opportunity to attain the prerequisites and build the knowledge, skills and attitudes needed to thrive in educational settings and the workplace.

The **Ministry of ICT** provides funding to post-secondary institutions to support the delivery of the Adult 12 program and, thereby, is accountable for program delivery and outcomes. As such, the Ministry of ICT:

- provides post-secondary institutions with approval to use Essential Skills grant funding to deliver the Adult 12 program;
- administers the Adult 12 program in collaboration with the MoE;
- administers Adult 12 policy related to Prior Learning credit recognition; and
- monitors Adult 12 programming and reports on program results.

The **MoE** funds development and maintenance of the provincial K-12 curriculum, that is, secondary level curriculum used in Saskatchewan high schools, as well as by post-secondary institutions for delivery of Adult 12. As such, the MoE:

- provides post-secondary institutions with approval to deliver provincial curriculum through the Adult 12 program;
- provides approval of Locally Modified and Developed Courses;
- processes and awards Prior Learning credit recognition in partnerships with post-secondary institutions;
- administers the Adult 12 program in collaboration with the Ministry of ICT;
- administers Adult 12 policy related to provincial examinations; and
- maintains Adult 12 permanent learner records and issues official high school transcripts.

8.1 Approval to Offer Secondary Level Courses

Post-secondary institutions do not fall under the legislative provisions of *The Education Act, 1995*, which governs K-12 education in Saskatchewan. As such, post-secondary institutions intending to offer secondary level courses for the Adult 12 program must, on an annual basis, request and receive approval from the MoE to offer secondary level programming.

Each spring, post-secondary institutions must complete the *Secondary Level Program Approval* package, provided by the MoE, and submit the completed forms to the Office of the Registrar, Ministry of Education for approval. The approved documentation ensures an educational framework is in place and allows for delivery of secondary level courses based on provincial high school delivery under *The Education Act, 1995*.

8.1.1 Course Approval

As part of completing the *Secondary Level Program Approval* package, post-secondary institutions must indicate which courses they intend to deliver. Post-secondary institutions may choose from 20 and 30 level courses identified in the approved *Secondary Level Courses* list.

Institutions also have the option of delivering Locally Modified (LMC) and Locally Developed (LDC) Courses as part of the Adult 12 program. Please see Subsection 8.2.1 for further information.

The Adult 12 program does not include 10 level courses. However, post-secondary institutions may deliver 10 level courses for the sole purpose of meeting employment requirements and post-secondary entrance requirements identified by employers and post-secondary institutions (typically, these are mathematics or science courses). Post-secondary institutions must identify any 10 level courses they intend to offer when completing the *Secondary Level Program Approval* package.

Approval to submit 10 level credits is not intended for the purpose of delivering the Saskatchewan 24 credit high school program, which post-secondary institutions are not authorized to deliver. Nor is approval intended for delivery of 10 level credits under the ABE Adult 10 program, which uses the Adult 10 Curriculum Guides as per Section 7.2, Adult 10 Course Requirements.

8.1.2 Approved Program Supervisor

Instructors who register learners for secondary level credit courses must work under the supervision of a person who meets provincial requirements as a Director of Education (hereafter referred to as the “Approved Program Supervisor”) as defined by the Memorandum of Understanding for Secondary Level Program, MoE. Post-secondary institutions are responsible for either employing or arranging for the services of an Approved Program Supervisor.

The Approved Program Supervisor’s responsibilities must include:

- Supervising teachers delivering secondary level courses;
- Supervising staff accessing learner information through the MoE’s Student Data System web application;
- Providing documentation required for MoE approval to offer secondary level courses; and
- Maintaining close communications with the MoE.

The MoE verifies that Program Supervisors designated by post-secondary institutions have the necessary qualifications and meet all requirements. To be eligible for appointment as an Approved Program Supervisor, an individual must:

- Hold, or meet the requirements to hold, a Professional “A” Certificate issued by the SPTRB pursuant to *The Registered Teachers Act, R15.1*;
- Be currently registered with SPTRB;
- Have 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;
- Submit evidence to the Registrar, Ministry of Education, of:
 - a minimum of two years of teaching experience in Canada at the elementary or secondary school level;
 - a minimum of two years of experience in Canada as an educational administrator; and
 - an employment contract with the designating post-secondary institution.

8.1.3 Teacher Certification

The Education Act, 1995, E-0.2 requires that all K-12 teachers hold a Saskatchewan teacher’s certificate issued by the SPTRB. This includes teachers who may be certified in other jurisdictions and now wish to teach in Saskatchewan. In addition, teachers who have been issued a Saskatchewan teacher’s certificate and are working as teachers are required to register annually with the SPTRB.

Certification and annual registration with SPTRB applies to all teachers employed by post-secondary institutions who are teaching provincial curriculum courses, including 20 and 30 level courses under Adult 12 as well as all approved 10 level courses that may be offered to meet employment requirements and post-secondary entrance requirements identified by employers and post-secondary institutions.

8.1.4 Teacher Accreditation

Only accredited teachers are qualified to determine the final mark or standing of learners in certain 30 level subjects. To become accredited, teachers must apply to the Office of the Registrar, Ministry of Education as per the [*Accreditation Initial and Renewal Policies and Procedures*](#).

The MoE administers provincial exams for learners who are taking secondary level courses instructed by non-accredited teachers. Refer to Subsection 8.8 Provincial Examinations for more information.

8.2 Adult 12 Course Requirements

To complete the Adult 12 program, a learner must attain a minimum of seven secondary level credits, five of which must be at the 30 level. Prerequisite requirements are waived for Adult 12 learners.

As skill levels tend to vary by subject matter, learners may be enrolled in courses under multiple Essential Skills programs at the same time.

Adult 12 Completion Requirements	
English Language Arts A30	
English Language Arts B30	
One of these Canadian Studies courses	History 30: Canadian Studies
	Native Studies 30: Canadian Studies
	Social Studies 30: Canadian Studies
One of these mathematics courses	Math: Workplace and Apprenticeship 20 or 30
	Math: Pre-Calculus 20 or 30
	Calculus 30
	Math: Foundations 20 or 30
One of these science courses	Environmental Science 20
	Physical Science 20
	Health Science 20
	Earth Science 30
	Biology 30
	Chemistry 30
	Physics 30
Computer Science 20 or 30	
Two electives at the 30 level	
Notes:	
The following courses can be used to fulfill the above requirements:	
<ul style="list-style-type: none"> • Regular Courses – end in “0” (20, 30) • Locally Modified (Basic) Courses – end in “1” (21, 31) • Locally Modified (Advanced) Courses – end in “A” (20A, 30A) 	
It is important for learners to understand that LMCs may not be accepted as entrance requirements at post-secondary institutions.	
A Prior Learning Credit can be used to fulfill ONE elective requirement.	
Successful completion of credit requirements provides recognition of Adult 12 graduated standing on the <i>Transcript of Secondary Level Achievement</i> .	

8.2.1 Delivery of Locally Modified and Developed Courses

LMCs must contain at least 50 per cent of Core provincial curriculum outcomes plus locally developed outcomes. **LDCs** must contain original outcomes and indicators defined by the post-secondary institution and be at a level of rigour consistent with provincially developed courses of study.

Post-secondary institutions may offer LMCs or LDCs to meet local needs that are not met by provincially developed curricula.

Post-secondary institutions wishing to modify or develop courses must email curriculum@gov.sk.ca for direction regarding the application and approval process. Note that the approval involves a six-month process prior to delivery of the course. LMCs and LDCs become the property of the MoE upon approval.

Refer to the *Registrar’s Handbook for School Administrators, LMC Policy and Procedures* and *LDC Policy and Procedures* for further information, including appendices regarding the lists of existing LMCs and LDCs.

8.3 Completion under the 24 Credit Policy

Learners who require a small number of 20 or 30 level credits to complete under the regular 24 credit program (i.e. Grade 10 to 12) may take courses through a post-secondary institution to attain a regular 24 credit Grade 12 program graduated standing.

8.4 Alternative Education Adult 12

An Alternative Education Course is designed for learners who are unable to attain a passing mark in a Provincially Developed, Locally Modified (Basic) or Locally Developed Course.

To complete the Alternative Education Adult 12 Program, a learner must attain seven credits, five of which must be at the Grade 12 level. Alternative (designated as 28 or 38), Modified (21 or 31) and/or Regular (20 and 30) courses meet requirements. LDCs may be used to meet elective requirements only. As noted above, prerequisite requirements are waived for Adult 12 learners.

Alternative Education Adult 12 Requirements	
English Language Arts A30, A31 or A38	
English Language Arts B30, B31 or B38	
Mathematics 20, 21, 28, 30 or 38	
Four electives at the 20 or 30 level	Career and Work Exploration is a highly recommended elective.

Post-secondary institutions must provide the learner with advice regarding the most appropriate Adult 12 programming based on their abilities and their employment and academic goals. In certain cases, the Alternative Education Adult 12 may be appropriate. In other cases, ESWP and/or focusing on completion of a certain prerequisite may be more appropriate pathways to employment or further education. In addition, a post-secondary institution’s capacity and enrollment levels may impact its ability to offer a range of courses, including Alternative courses, in a cost-effective manner.

8.5 Historical Course Credits

Learners who have previously obtained credits for courses no longer available, for example, General Mathematics 30, Geology 30 and Agriculture 20, may still use these credits to meet the requirements for completion under the Adult 12, regular Grade 12 24 credit and Alternative Education Adult 12 programs.

8.6 Credit for Prior Learning 30

The Prior Learning 30 (PL 30) credit is intended to acknowledge those adults whose learning experience is sufficient to be recognized for a level 30 credit. A PL 30 credit may be used for one of the two electives required for Adult 12 completion. Certain electives may be required for entrance into the post-secondary programs a learner is considering.

Adult learners applying for a PL30 credit are responsible for submitting documented evidence for consideration by their post-secondary institution using the *Prior Learning 30 – Application for Credit* form.

The post-secondary institution must assess and verify the prior learning application according to Subsection 8.6.2 Credit for Prior Learning 30 Guidelines. Based on the assessment outcome, the post-secondary institution official responsible for Adult 12 may recommend granting a PL30 credit by submitting the completed *Prior Learning 30 – Application for Credit* form and supporting documents to the Office of the Registrar, Ministry of Education. The Office of the Registrar will verify eligibility and award a PL30 credit towards completion of the Adult 12 program as recommended by the post-secondary institution.

8.6.1 Eligible Prior Learning Experience

PL30 credit may be given for recognition of prior learning in the following three areas:

Qualifications Recognition – Saskatchewan and/or Interprovincial Journeyperson

Where a Journeyperson Certificate is recognized for PL 30 credit, the applicant will receive an elective credit for Career and Work Exploration A 30.

Credit Transfer (Formal Learning)

Credit received for a course or series of courses delivered by a post-secondary institution and containing the equivalent of 100 hours of instruction.

Prior Learning Assessment and Recognition (PLAR)

PLAR is a systematic process that assesses and recognizes an individual's knowledge and skills regardless of where or how the learning was acquired. The following learning experiences may be considered based on the requirements identified. An applicant may submit a combination of learning gained through non-formal and informal experience for consideration.

Prior Learning Experience	Requirements
<p>Non-formal Learning – Non-credit Course e.g. employment readiness training</p>	<p>The course:</p> <ul style="list-style-type: none"> • Was delivered by an educational delivery organization, or a Saskatchewan community-based organization, and was successfully completed. • Contains a minimum of 100 hours of instruction. • Contains defined aims, goals, outcomes, content, skills and evaluation.
<p>Non-formal Learning – Work-related Course or Series of Courses e.g. first aid, CPR, food safety</p>	<p>The course or series of courses:</p> <ul style="list-style-type: none"> • Is verified by the delivering body as having been completed successfully by the learner. • Includes a minimum of 100 hours of instruction. • Contains defined aims, goals, outcomes, content, skills and evaluation.
<p>Informal Learning through Employment</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). • Specific workplace essential skills have been mastered.
<p>Informal Learning through Self-employment</p>	<ul style="list-style-type: none"> • Learner presents portfolio-based evidence from the self-employment that displays competency in the essential skills. Evidence may be provided by clients or suppliers, or through bookkeeping records, GST returns and other documentation. • Academic counsellor is satisfied that enough competence is shown by the artefacts presented to grant a prior learning credit. • Specific knowledge, skills and abilities have been mastered based on testimony by a community member who is well-positioned to provide verification. • Application must contain evidence that skills needed for work, learning and life have been achieved. This includes the following critical workplace skills: working with others, thinking/problem-solving and computer use, as well as basic communication and numeracy skills.
<p>Informal Learning through Community Involvement Activities</p>	<ul style="list-style-type: none"> • Specific knowledge, skills and abilities have been mastered based on testimony by a community member who is well-positioned to provide verification. • Application must contain evidence that skills needed for work, learning and life have been achieved. This includes the following critical workplace essential skills: working with others, thinking/problem-solving and computer use, as well as basic communication and numeracy skills.

8.6.2 Credit for Prior Learning 30 Guidelines

Credit for prior learning is intended 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 must submit a completed *Prior Learning 30 – Application for Credit* form recommending credit and adhering to the following requirements:

- Supporting documentation must be included in all cases, except where informal learning is documented in a portfolio.
- Under the Qualifications Recognition option: A certified copy of the Journey person Certificate issued by the Saskatchewan Apprenticeship and Trade Certification Commission or the issuing authority in another province or territory must be attached.
- Under the PLAR option: The institution must verify and recommend the non-formal and informal learning experiences. Typically, verification of these experiences will require that the learner provide evidence of having attained the critical workplace essential skills.
- Under the PLAR option – Informal Learning: The institution must include a completed copy of the assessment tool used. The institution must retain portfolio information for a minimum of eight years.

The following learning experiences are NOT ELIGIBLE for PL 30 credit consideration:

- Adult 10 credits
- Bridging to Adult 12 courses or materials
- Any course or part of a course delivered concurrently with an Adult 12 program; concurrent courses may be considered for Special Project Credit within the PreK-12 education system
- Non-formal or informal learning experience gained more than five years prior to entry into the Adult 12 program

8.7 Assessment of Learner Progress

The Ministry of ICT expects that post-secondary institutions have in place a fair and comprehensive policy to guide assessment of learner progress for Adult 12 programming. The policy must encompass:

- learner participation in development of a *learning and career plan* (format to be developed or chosen by the post-secondary institution); and
- regular and ongoing assessment of learner progress according to Adult 12 curricula.

8.8 Provincial Examinations

The Ministry of Education administers provincial exams for learners who are taking secondary level courses instructed by non-accredited teachers.

Provincial examinations are prepared in the following 30 level subjects:

- English Language Arts A30 and B30
- Biology 30
- Chemistry 30
- Physics 30
- Math: Workplace and Apprenticeship 30
- Math: Foundations 30
- Math: Pre-Calculus 30

Provincial examinations are written in November, December, January, March, April, May, June and August of each year.

Adult 12 learners taking courses from teachers who are not accredited shall write provincial examinations in accordance with the policies provided by the MoE. For all MoE Provincial Examination policies and the *Presiding Officers' Manual* refer to [The Registrar's Handbook for School Administrators](#).

8.9 Adult 12 Permanent Learner Records

Permanent records for all learners enrolled in secondary level courses reside within the MoE.

Post-secondary institutions must use the Student Data System (SDS) web application to submit demographic, enrollment, course registration and final mark information for all learners registered in secondary level courses.

SDS users must complete the *Security Authorization for SDS (Post-Secondary Institutions)* form to access SDS as part of the annual *Secondary Level Program Approval Forms* package. Please see the *Registrar's Handbook for School Administrators* for further information.

8.10 Transcripts/Official Record of Completion

The official record of high school or Adult 12 completion is known as the *Transcript of Secondary Level Achievement*. Where a learner has achieved Adult 12 completion, "Adult" is referenced on the transcript. Where a learner has achieved Alternative Adult 12 completion "Alternative Adult" is referenced on the transcript.

Learners requiring a copy of their high school or Adult 12 transcripts must order them online from the MoE on a fee-for-service basis.

Note: Academic Studies 11 and 12 transcripts are available online from the Ministry of ICT. Please see 7.6.2 Adult 10 transcripts.

8.11 Resources and Links

- Saskatchewan Professional Teachers Regulatory Board (SPTRB): <https://www.sptrb.ca/web/sptrb/>
- *The Registered Teachers Act*: <https://publications.saskatchewan.ca/#/products/73688>
- Registrar’s Handbook for School Administrators: <https://publications.saskatchewan.ca/#/products/73979>
- *Accreditation Initial and Renewal Policies and Procedures*: <https://publications.saskatchewan.ca/#/products/75028>
- *Locally Developed Courses Policy and Procedures*: https://www.edonline.sk.ca/webapps/blackboard/content/listContent.jsp?course_id= 3228 1&content_id= 77517 1
- *Locally Modified Courses Policy and Procedures*: https://www.edonline.sk.ca/webapps/blackboard/content/listContent.jsp?content_id= 84218 1&course_id= 3405 1
- *Prior Learning 30 – Application for Credit form*: <https://publications.saskatchewan.ca/#/products/80350>
- *Prior Learning Credit for the Adult 12 Program policy*: <https://publications.saskatchewan.ca/#/products/73963>
- Order Highschool or Adult 12 Transcripts: <https://www.saskatchewan.ca/residents/education-and-learning/credits-degrees-and-transcripts/requesting-transcripts-for-high-school>

8.12 Documentation Requirements

Policy	Documentation
8.1 Approval to Offer Adult 12 Courses	<i>Secondary Level Program Approval Forms package</i>
8.6 Credit for Prior Learning 30	<i>Prior Learning 30 – Application for Credit form</i>

9. GED® Tests and Transcripts

Purpose

This section provides an overview of GED® test delivery in Saskatchewan and clarifies the Ministry of ICT policy position regarding GED® preparation course offerings.

Policy Statement

The GED® testing program serves as a bridge to education and employment for individuals who did not complete Grade 12. The tests are designed to measure the general knowledge, ideas and thinking skills normally acquired through high school.

GED® tests include the following content areas: reading; writing; mathematics; science; and social studies. The tests also measure communication, information-processing, problem-solving and critical thinking skills.

The Ministry of ICT contracts with GED® Testing Service annually for delivery of GED® testing in Saskatchewan. GED® Testing Service is responsible for:

- Developing and providing the tests;
- Maintaining the online registration process;
- Scoring tests; and
- Maintaining the security protocol.

The Ministry of ICT is responsible for:

- Approving requests to waive the age eligibility requirement;
- Maintaining the registration fee exemption policy and approving requests for registration fee exemptions;
- Maintaining the policy and procedures for security of paper-based test materials;
- Maintaining GED® test permanent records and providing diplomas/transcripts; and
- Approving new test sites.

The Ministry of ICT does not fund GED® preparation courses.

9.1 GED® Eligibility, Testing and Vouchers

9.1.1 Eligibility and Age Waiver Request

To take the GED® tests, individuals must be 18 years of age and not currently enrolled in an accredited high school program. The Ministry of ICT may grant an exemption for a 17-year-old to write the GED® under the following conditions:

- The GED® credential is required for employment;
- The individual has been home schooled and a Grade 12 equivalency standing is required to gain entrance into a post-secondary program; and/or
- The individual has left the regular school system.

Individuals who meet one or more of the above qualifications may submit the *GED® Age Waiver Request Form* to the Ministry of ICT.

9.1.2 Test Registration and Writing

GED® test sittings are regularly scheduled at various locations throughout the province. Individuals who wish to take the GED® must register online and submit payment through the GED® Testing Service website. Once registered, individuals may select a testing centre and time. Please refer to the Ministry of ICT's GED® Testing Program webpage for more information.

Test-takers are only allowed to write the same subject test three times within a calendar year. There must be a minimum of a two-week wait period between a test-sitting for the same subject test. Test-takers may cancel their test 24 hours prior to testing.

9.1.3 Registration Fee Exemption Requests

The Ministry of ICT provides vouchers for test-takers who are in receipt of provincial income assistance. Individuals may request vouchers from a testing centre, which must complete and submit the *GED® Registration Fee Exemption Form* to the Ministry of ICT.

The Ministry of ICT provides each testing centre with the policy and procedures regarding voucher requests as well as the *GED® Registration Fee Exemption Form*.

9.1.4 Security of Examination Materials

The contract with GED® Testing Service outlines the Ministry of ICT's responsibilities relating to ensuring secure handling and storage of GED® test materials for paper-based testing.

The only Test Centres that conduct paper-based testing are those at provincial correctional centres. The Ministry of ICT provides each correctional facility with a Policy Manual as well as procedural instructions regarding secure storage of test booklets and submission of answer sheets.

9.2 GED® Permanent Records and Transcripts

The Ministry of ICT maintains a permanent record of test-takers' GED® scores. A *GED® Transcript and/or Diploma* is sent to each test-taker who successfully completes all five GED® tests.

To obtain copies of the GED® diploma and transcripts, test-takers must complete and submit the *Request for GED® Transcript and/or Diploma* Form to the Ministry of ICT.

9.3 Resources and Links

- GED® *Age Waiver Request Form, Request for GED® Transcript and/or Diploma Form* and further information: <https://www.saskatchewan.ca/residents/jobs-working-and-training/job-training-and-financial-support-programs/ged-tm-testing-program>
- GED® registration: www.ged.com
- *The GED® annual contract between the GED® Testing Service LLC and the Province of Saskatchewan*: managed by the Ministry of ICT

9.4 Documentation Requirements

Policy	Documentation
9.1.1 Eligibility and Age Waiver Request	<i>GED® Age Waiver Request Form</i>
9.1.3 Registration Fee Exemption Requests	<i>GED® Registration Fee Exemption Form</i>
9.2 GED® Permanent Records and Transcripts	<i>Request for GED® Transcript and/or Diploma Form</i>

10. Learner Rights and Responsibilities

Purpose

This section outlines the Ministry of ICT requirements pertaining to learner rights and responsibilities.

Policy Statement

Learner rights and responsibilities for Essential Skills programs are defined in post-secondary institution policy, communicated to learners and consistently applied.

10.1 Post-secondary Institution Policy

The Ministry of ICT expects post-secondary institutions to have in place a policy defining the rights and responsibilities for learners in Essential Skills programs encompassing topics including, but not limited to:

- Intake processes;
- 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.

Learners are to be made aware of their rights and responsibilities upon enrolment.

Post-secondary institutions will submit a copy of the learner rights and responsibility policy to the Ministry of ICT upon request.

11. Learner Eligibility: Age Requirement and residency

Purpose

This section specifies the Ministry of ICT age and residency requirement for Essential Skills program eligibility.

Policy Statement

All applicants must be:

- Saskatchewan Resident; and
- 18 years of age and out of school for one year; or
- 19 years of age; or
- Qualify for underage enrolment.

11.1 Underage Enrolment

Individuals between 16 and 18 years of age are normally enrolled in the PreK-12 education system. 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 PreK-12 school division. All parties must agree that this placement is the most appropriate and in the best interest of the individual. Learners under the age of 18 will not be eligible for ETI. Credit attainment on the official *Transcript of Secondary Level Achievement* will be granted when the learner meets the age requirement of the Adult 12 program.

12. Initial Assessment and Placement

Purpose

This section specifies the Ministry of ICT requirements for initial assessment of applicants and placement into the appropriate program(s).

Policy Statement

Appropriate initial assessment and placement processes are essential for learner success and support learner-centred instruction and learning processes.

12.1 Initial Assessment and Placement

The Ministry of ICT expects post-secondary institutions to have in place a transparent policy to ensure appropriate, consistent and effective referral and placement of individuals into Essential Skills programs. All placement decisions must involve consultation with the individual to identify current knowledge, skills and abilities.

The post-secondary institution has the right to accept or reject applicants or referrals to Essential Skills programs based on their policy relating to initial assessment and placement.

13. Permanent Learner Records

Purpose

This section specifies the Ministry of ICT requirements regarding permanent learner records.

Policy Statement

Permanent records for all learners enrolled in Essential Skills programs reside with the Ministry of ICT. This information may be used for providing learners with official transcripts (Adult 10) and/or may be aggregated to inform Essential Skills program development.

13.1 Submitting Learner Information

Post-secondary institutions are required to collect and submit to the Ministry of ICT learner information as per the data sharing agreement between the Ministries of AE and ICT and the post-secondary institution.

The above is in addition to MoE requirements set out in Subsection 8.9 Adult 12 Permanent Learner Records.

14. Information Sharing and Privacy Protection

Purpose

This section outlines the Ministry of ICT requirements regarding information sharing and privacy protection.

Policy Statement

Learner information is treated confidentially, and data is conveyed appropriately to the Ministry of ICT and outside agencies. This includes obtaining the learner's informed consent regarding use and sharing of personal information.

14.1 Information Sharing and Privacy Protection

Post-secondary institutions delivering Essential Skills programs are subject to *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP). The Ministry of ICT is subject to LAFOIP as well as *The Freedom of Information and Protection of Privacy Act*. As well, ICT is required to ensure a data sharing agreement is in place with each post-secondary institution.

Post-secondary institutions are responsible for all personal information under their control and are required to develop policies and plans for the collection, secure storage, subsequent safe disposal and sharing of learners' personal information as per provincial legislation and the data sharing agreement between the Ministries of AE and ICT and the post-secondary institution.

14.2 Resources and Links

- *The Freedom of Information and Protection of Privacy Act:*
<https://publications.saskatchewan.ca/#/products/527>
- *The Local Authority Freedom of Information and Protection of Privacy Act:*
<https://publications.saskatchewan.ca/#/products/605>

15. Income Support: Education and Training Incentive

Purpose

The Education and Training Incentive (ETI) provides financial assistance for adults attending approved training that will improve their ability to get a job or start a career.

In addition to financial assistance, learners will have ongoing access to individualized planning and supports to help them make positive changes and accomplish their training and employment goals on their path to employment.

Adult learners will also have access to employment supports from post-secondary institutions and the Ministry of ICT, including work and job readiness counseling, job search assistance, resume writing and help building interview skills.

The ETI is delivered through the Saskatchewan Income Support (SIS) and Saskatchewan Assured Income for Disability (SAID) programs and provides adult learners with up to \$200 per month in addition to their other income assistance benefits.

The roles and responsibilities for the administration and delivery of the ETI is outlined in the Education and Training Incentive Operations Manual for Training Centers. Please contact ICT for a copy of the manual.

16. Insurance

Purpose

This section specifies the Ministries of ICT and AE requirements regarding insurance coverage for learners.

Policy Statement

Liability insurance and Workers' Compensation coverage protect learners from financial hardships associated with injuries which may occur while attending Essential Skills programming or participating in unpaid work-integrated learning assignments.

16.1 Liability Insurance

Post-secondary institutions may be liable for injuries experienced by learners while they are enrolled in Essential Skills programs. As such, post-secondary institutions shall maintain adequate insurance coverage for the level of risk associated with learners registered in Essential Skills programs.

16.2 Workers' Compensation for Unpaid Work-Integrated Learning

Post-secondary institutions may arrange work-integrated learning assignments for learners enrolled in Essential Skills programs.

The Ministry of AE and the Saskatchewan Workers' Compensation Board have agreed learners are eligible for Workers' Compensation coverage while participating in unpaid work-integrated learning assignments with employers who are covered by *The Workers' Compensation Act, 2013*.

Prior to the start of any work-integrated learning assignments, the post-secondary institution must:

- approve the work-integrated learning assignment; and
- obtain a signed *Work-Integrated Learning Consents and Waiver of Liability* form from the participating learner.

Please see the [Agreement between the Ministry of Advanced Education and The Workers' Compensation Board](#) for further information, including additional post-secondary institution responsibilities.

16.3 Resources and Tools

- *The Workers' Compensation Act, 2013*
<https://publications.saskatchewan.ca/#/products/69362>
- *Agreement between the Ministry of AE and The Workers' Compensation Board* and supporting documents, including *Work-Integrated Learning Consents and Waiver of Liability* form:
<https://publications.saskatchewan.ca/#/products/113500>

16.4 Documentation Requirements

Policy	Documentation
16.2 Workers' Compensation for Unpaid Work-Integrated Learning Assignments	<i>Work-Integrated Learning Consents and Waiver of Liability</i> form

17. Essential Skills Policy Manual Review Process and Record of Changes

This record includes all substantive policy changes made as of 2022-23, as well as certain key changes made prior to 2022-23.

Substantive changes may be made to the Essential Skills Policy Manual at any time. The Essential Skills Policy Manual is also reviewed annually by the Ministries of ICT and Education. The Ministry of ICT works with post-secondary institutions and the Ministries of Education and AE to provide notification of changes and ensure clarity and understanding across the Essential Skills delivery system.

Changes are tracked in the table below, with the most recent changes appearing first.

Change Title	Date of Change	Change Summary	Affected Sections
Income support and use of umbrella term, Essential Skills, to refer to the suite of programming	2022-23	The Provincial Training Allowance transitions to the Education and Training Incentive. The ABE policy manual is now termed Essential Skills Policy manual since it contains policies on suite of programs such as GED and ESWP besides the ABE program.	15, All
Data Sharing Agreements	2021-22	The Ministry of ICT ensures data sharing agreements are in place with post-secondary institutions.	14
ABE Adult 10 Credit Transfers	2021-22	Post-secondary institutions are required to maintain a policy to guide decisions regarding credit transfers to Adult 10.	7
ABE Adult 10 Instructor/Facilitator Qualifications	2021-22	Adult 10 instructor/facilitator qualifications expanded beyond eligibility to hold a Teacher's Certificate to include an equivalent combination of education and experience.	7
Assessment of Learner Progress	2021-22	Post-secondary institutions are required to maintain a policy to guide assessment of learner program under all Essential Skills programs.	5,6,7,8
Essential Skills for Workplace	2021-22	Policy regarding the Essential Skills for the Workplace program added.	5
New Format and Reorganization	2021-22	The manual was reformatted and reorganized to make the document more user friendly.	All
ABE Level 3 Curriculum Guide Requirement	2007-08	Only Adult 10 Curriculum Guides for 5 mandatory courses are to be used in Adult 10 programs.	7
ABE Level 3 Life/Work Studies Course Requirement	2006-07	Learners who began ABE Level 3 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 3 standing. All other learners must also complete Life/Work Studies.	7