NOVA SCOTIA

Advanced Education

Private Career Colleges Act
Application for Occupational-Training Program
(Application made via LaMPSS)

Private Career Colleges Operational Regulations
Pursuant to Section 10

1 Program Information:

Name of Program:_____

☐ Diploma   ☐ Certificate

Employment Profile for Graduates

2 Jobs for Graduates:

Give a job description of the typical entry-level position for which this program provides training. Include the major tasks that the employee is expected to perform and the frequency and importance of these tasks.

List the specific knowledge and skills most often found in advertisements for this job:

3 Accreditation or Regulation:

Is this an accredited or regulated program?   ☐ Yes   ☐ No   ☐ Don't know

If yes, identify the accrediting or regulatory body:_____

If not accredited or regulated program, is there a national, regional, provincial, occupational association, or sector council?

☐ Yes   ☐ No   ☐ Don't know

If yes, identify the organization: _____

4 Examination(s):

Is there a provincial or national certification exam?   ☐ Yes   ☐ No   ☐ Don't know

If yes, identify examining body or organization:_____

5 Evidence of Job Availability:

1) **Attach material** relating to the level of labour market need for <u>entry-level employees</u> in this occupation. For example, labour market studies, articles in trade and professional publications, and statements from placement agencies or employers.

2) **Identify other methods** of research you have conducted, such as employer surveys and direct employer discussions. Attach survey document, documentation of employer discussions, and any other supporting information. Include contact information for surveyed employers.

3) **Attach 10 job advertisements** which state entry-level qualifications for the occupation **(per NOC)** that have appeared in the last 12 months in your marketing area. These should clearly demonstrate the link between the program title and <u>entry-level employment demands</u>. **Advertisements requiring work experience will not be accepted.**

6 Market Area:

List similar programs in your market area.

Offering Institution	Program Title	Program Duration in Hours & Weeks

7 Job Search / Placement Support:

Describe how your college helps graduates find jobs.

Program Development & Maintenance

8 Identify Program Source:

☐   Purchased the program from a third-party program developer. Attach a Letter of Authority stating the terms of use.

☐   Developed the program in-house. Identify subject matter experts and education consultants who helped develop the program in the table below.

Name	Field of Expertise		Professional Affiliations/Certifications	On Staff		Telephone Number
	Subject Matter	Program Design		YES	NO	

9 Student Needs:

Describe the methods to be used by the college to determine whether the program will meet its intended goal of providing students with the knowledge and skills required for gainful employment in the program's
target field (for example, interviews with employers discussions with accrediting or regulatory bodies).

10 Program Relevance:

If the program is granted approval, the college must ensure that the program continues to be relevant. Describe methods of re-evaluating the program to maintain relevance (for example, meetings with program advisory committee, employer surveys, instructor workshops, peer review arrangements, interviews or surveys   with graduates). Include how often each activity will be undertaken.

11 Program Goals:

Describe the knowledge (intellectual development), skills (physical skills development), and attitudes (development of aptitude, perspectives, and values) students are expected to have when they leave the program.

12 Equipment:

Attach a list of equipment needed to deliver the program. Base your list of equipment on quantity required for your maximum class size given in Section 5. Include desks, chairs, whiteboards, computers, etc. If computers will be used to deliver the program, specify hardware and software types. Part of the inspection process will be to ensure that the college has the necessary facilities and equipment to deliver the program.

13 Agreement or Lease:

Attach the letter of agreement or lease, if you use third party sites, equipment, or software.

14 Instructor Registration:

1) Once a new program is approved, colleges can submit instructor applications via LaMPSS.

2) If the submission is a renewal, you can submit a list of instructors with corresponding modules. If the instructor(s) was approved to teach in the expired program, we will waive the fee and add the instructors to LaMPSS.   If there are any issues with the instructor list, Private Career College Staff will contact to advise.

3) **$40.00/per each new instructor registration; $20.00/per each amended instructor registration**

Grade System

15 Policies on Grades:

Include details on grading policies, for repeating failed modules, rewriting examinations, supplementary exams, etc.

16 Graduation Requirements:

Describe any additional requirements students must meet to graduate from the program. (e.g., WHMIS, First Aid)

17 Practicum or Off-Side Placement:

Does your program have a mandatory placement component?

☐ Yes   If YES, complete sections 18 to 25.

☐ No   If NO, complete section 24 and 25.

18 Letters of Interest from Employers:

Who is responsible to find a placement?   ☐ the college   ☐ the student

If the college is responsible to find a placement, **attach a copy of employer letters expressing interest to host students in their practicum weeks.** Before the program intake starts, the college must have confirmation letters from employers on file at the college. The Division will follow-up with employer confirmations.

For all placements, **attach a risk assessment for off-site activities.**

This is based on Section 36 of the *Private Career Colleges Operational Regulations*.

19 Placement Requirements for Students:

Describe any requirements for the student to be eligible for a placement. For example, does eligibility depend on academic standing, health certificates, driver's license, criminal record/CPIC, etc.?

20 Placement Activities:

List major activities to be performed and learning/skills outcomes to be achieved on placement.

21 Placement Supervision:

Describe the amount and nature of college-based supervision given to each student while on placement.
(e.g., placement site visits, student meetings, employer meetings, etc.)

22 Placement Assessment:

Describe how student placement activities will be assessed and by whom. (e.g., written evaluation, instructor, employer, etc.)

23 Placement Failure:

Describe what happens if a student fails or has reason to leave a placement.

24 Sign the certification and consent:

☐ **I certify** that the information I have provided on this form and attachments is complete and accurate.

☐ **I certify** that this information does not infringe on any copyright.

☐ **I consent** to the use of this information by the Department for the purpose of reviewing this application and monitoring compliance.

☐ **I understand** that our proprietary information will be kept confidential in accordance with the *Freedom of Information and Protection of Privacy Act* and that the Department will otherwise only use this information pursuant to the Act and Regulations, and to train students under contract with this college.

Name of College Official: _____

Position or Title: _____

Signature: _____   Date: _____
(dd / mm / yyyy)

25 Training Completion Fund (TCF):

☐ The college will remit an amount equal to 1% of the total program tuition by the 15th day of the month following each program start date. (i.e., 1% x Total of line 1 in Section 9)

26 Train-out Protection:

Yes   Agree that the Department may turn over curriculum and delivery information about this program for the purposed of a "train-out" of contracted students, should the college be unable to complete program delivery. The train-out provider may use this information to enroll new students.

27 Contact Information:

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