



# **First Nations School Council for Adult Education**

## **First Nations Regional Adult Education Centres Admission Policy**

**Working Document  
DRAFT April 2013**

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## **1. Eligibility**

Students who are at least sixteen (16) years of age by June 30th of the preceding scholastic year are eligible to apply for admission to one of the First Nations Regional Adult Education Centers. Additional eligibility requirements may apply when Regional Centers have agreements with local education authorities. When spaces are limited, priority will be given to students from First Nations communities.

## **2. Admission**

Students wishing to apply must complete the admission form provided in appendix and must provide the following documents with their application:

1. Quebec birth certificate (mandatory for non-native students)
2. MELS transcript of marks and/or most recent school transcript
3. Band card (for First Nations students)
4. Referral from Local Employment and Training Center or educational institution (if applicable)

The completed Admission form along with accompanying documents must be sent to the Director of the Regional Adult Education Center that the student wishes to attend.

## **3. Priorities**

Where the number of students who can register is limited by funding or facilities, then students would be accepted on the basis of the following priorities:

1. Returning students (registered in last session)
2. New full-time students registering for general education
3. New part-time students
4. Students who have previously dropped out.

## **4. Notification of Acceptance or Refusal**

The acceptance or refusal of an adult's application for admission will be sent to the adult, or the parents in the case of a minor, by the Regional Adult Education Center using the means left to its discretion (e.g. mail, telephone).

## **5. Student Registration**

Although students may apply to the center at any time throughout the year for various types of courses, recognition of academic and non-academic competencies and assessments, there are two main student registration periods for General Adult Education in the Adult Education Centers, one in August and the other in January. These two periods will include an Open House for each center.

## **6. Student Support Funding**

Student support funding for transportation, accommodation, books, supplies and registration fees are provided by the local First Nations Employment and Training Center in the student's community. Where possible, students should be advised to see their local employment and training counsellor to apply for funding prior to registering at the adult education center.

## **7. Assessment**

All records of previous education (MELS transcript and/or report cards) must be presented for evaluation prior to admission. In addition, students must see an academic counsellor prior to registration in a course or other educational service. Students will have their transcripts evaluated by the academic counsellor. Students who have not been in school for a number of years will be given diagnostic tests and interviewed in order to properly assess which program best meets their needs.

Evaluation for purposes of testing is intended to establish the course or courses in which an adult may enroll. In numerous programs of study, the courses are organized in a hierarchy according to their learning level; diagnostic tests are very useful in this instance because they permit students to review and recall forgotten subject matter without being held back. Instruments similar to these tests, which assess the skills that are prerequisites for courses, also prove helpful for certain programs whose courses are not organized in a hierarchy.

Once the assessment is complete the student will be told exactly what they require in order to graduate, go to CEGEP or to enroll in a Vocational Centre.

## **8. Learning Plan**

In partnership with the local Employment and Training Center, the Regional Adult Education Centers will ensure that all prospective students receive guidance towards the development and implementation of a learning plan in line with their personal and career goals.

- Clarify and validate what they want, assess their situation, learn about the possibilities available to them and what they need to do to develop and carry out their plan
- Obtain information on programs of study, occupations and the labour market, educational resources offered by the school board, and the various services available in the community while, at the same time, being encouraged and guided to gather information themselves
- Obtain an analysis of their school and extracurricular record to situate their acquired competencies; be directed toward the Recognition of Acquired Learning and Competencies Services (Adult General Education or Vocational Training) or other relevant services, and assess the feasibility of a future career or training plan
- Evaluate, adapt or make career choices in accordance with their situation, their experiences, their aspirations and the labour market
- Receive the support and counselling they need throughout the process, that is, during the various stages of designing and carrying out their plan; and benefit from support and follow-up actions to reinforce their active commitment to their plan

## **9. Recognition of Acquired Learning and Competencies**

Adults, as stipulated in section 250 of the Education Act, have their scholastic and experiential learning recognized through the Regional Adult Education Centers. To do so, they may register for “examination only” type of activities. Various types of evaluation tests are used to recognize acquired competencies in general education:

- SSET (Secondary School Equivalency Tests);
- GEDTS (General Educational Development Testing Service tests);
- Spheres of Generic Competencies (related to life experiences);
- Comprehensive examination for Français, langue seconde;
- PLE (Prior Learning Examination); right to sit an adult general education examination without having taken the course;
- GDT (General Development Tests).



## ADMISSION FORM

### FIRST NATIONS REGIONAL ADULT EDUCATION CENTRES

Regional Adult Education Centre: \_\_\_\_\_

#### STUDENT IDENTIFICATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Sex:  M  F

Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Year Month Day

Permanent Code: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Father's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Community: \_\_\_\_\_ Band/Beneficiary Number: \_\_\_\_\_

#### STUDENT ADDRESS

Civic Number: \_\_\_\_\_ Street: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

#### ACADEMIC INFORMATION

Last Grade Completed: \_\_\_\_\_ Last School attended: \_\_\_\_\_

Program/Course Interested In: \_\_\_\_\_

Attendance:  Full-time  Part-time

Session:  Day  Evening

#### SIGNATURE

I authorize the \_\_\_\_\_ Regional Adult Education Centre to have access to my academic file at \_\_\_\_\_ and /or recorded at the Ministry of Education.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parents (if student is a minor)

\_\_\_\_\_  
Date