Private Vocational Training Standards

1. A curriculum that includes all the necessary components to ensure that graduates have received instruction that adequately prepares them for employment in the field of study

The information submitted should:

    a. Provide the occupational analysis
    b. Describe the competencies of the field of study
    c. Provide the learning outcomes the students can expect
    d. Describe how the program will be implemented
    e. Describe the curriculum review process that will improve student outcomes
    f. Provide the details of the curriculum as reflected in the main duties as outlined under the National Occupational Classification

2. A learning climate that is safe, welcoming, inclusive, and accommodating of a diverse student body

The information submitted should:

a. Demonstrate how the curriculum is equitable and inclusive (does it take in the diversity of the learners and the different learner needs, does it cater to the marginalized groups, does it avoid biases)

b. Describe how it is learner-centered and learner friendly (does it take learner's needs into account, avoid bias and discrimination, is it well sequenced, does it contribute to development, does it make sense, does it avoid over-loading students)

c. Describe how space is considered when curriculum is developed and during its implementation

3. Opportunities for hands-on learning or off-site practicum/work placements, depending on the nature of the program

The information submitted should:

a. Describe what opportunities are available to the student to develop job-relevant critical thinking skills

b. How recognition is given to the student when they validated the processes for themselves

c. Describe how the student has an opportunity to work within a team

d. Describe how the student has an opportunity to carry out the specific tasks of the job

e. Describe how the student has an opportunity to develop ideas

4. **A mechanism for reviewing the curriculum**

The information submitted should:

    a. Describe how the proposed program will continue to meet the needs of both students and industry. This could include program advisory committee, student surveys, graduate follow-up procedures, labour market analysis – any surveys or program evaluation tools should be included

    b. Provide the evidence that proves that the institution regularly consults with profession/industry associations and government to ensure the program meets industry standards, legislative requirements and is relevant to the labour market

    c. Provide evidence that the institution researched on how other institutions across other jurisdictions are delivering similar programs

5. **Competencies necessary for employment**

The information submitted should:

    a. Define each competency being taught in the program

    b. Link the learning outcomes to the competency being taught in the program

6. **Requirements for successful completion of the program must identify the evaluation procedures to be used**

The information submitted should:

    a. Describe in detail the requirements necessary to graduate. These may include practical and theoretical assessments, work-term requirements, course grade average, or additional third-party certifications to be completed

7. **Defined program schedule**

The information submitted should:

    a. Clearly communicate to students what they will learn, when they will learn it, how they will learn it, how they will achieve the learning outcomes, and how and when they will be assessed

8. **Learning resources must be available for both student and instructor**

The information submitted should:

a. Describe learning resources that are readily available, including but not limited to counselling, studying skills, remedial supports, time management tips, resume writing and job search skills

b. Provide the clear curriculum, program plan(s) and teacher's guide

9. The instructors are well-qualified, they have knowledge of the subject matter, and an understanding of how to effectively teach adult learners

The information submitted should:

a. Identify the instructional methods to be used in the delivery of the program – these may include, classroom-led instruction, lab/shop facilitated, learning/demonstration

b. Describe how the qualifications of the instructor complement the curriculum being delivered. The combination of training and experience must total seven (7) years, and at least three (3) years of the experience must be directly related to the field of instruction

    i. Instructor resumes are to be provided, including copies of certificates and diplomas – letters of recommendation may also be included

c. Identify industry and/or government regulations required to be an instructor for the program applying to operate, if any exist

10. Instructors have access to ongoing opportunities for professional development and learning

The information submitted should:

a. Describe the formal internal teams that provide professional support to the instructors

b. Describe how the institution ensures that instructors have met their annual learning goals

c. Provide professional development plans, including associated budget

11. Extensive instructor evaluation process is in place and each instructor is evaluated at least once a year

The information submitted should:

a. Describe the type of performance review process used in the institution

b. Describe the process used to carry out employee reviews

c. Describe how the institution ensures all instructors are evaluated accurately and fairly against the same standards

d. Describe the process used to maintain communication with instructors between evaluations. How does the institution know the instructor is meeting professional development goals, improving areas identified in their last review, and succession planning

12. Data from input received from students, employers/industry and instructors is provided to decision-makers and used to improve program(s), resources, and space

The information submitted should:

a. Describe the strategic planning and operational planning process and how improvements are made to programs and business systems within the institution

13. There must be evidence of labour market demand

The information submitted should:

a. Provide examples of related opportunities currently advertised
b. Provide written projections of labour market demands
c. Provide three independently written letters of support from employers who currently hire individuals in this occupation
  ii. NOTE: letters written by the institution and signed by the employer will not be accepted
  iii. The Department of Education, Culture and Employment (ECE) reserves the right to consult with industry, employers, and agencies to determine need for proposed program

14. Graduation rates, employment rates, and other relevant key performance indicators are reported consistently to the public, with a minimum of once every 12 months

The information submitted should:

a. Describe how the public is informed about the institution's programs – this may be done through annual reporting, annual general meetings, web pages, etc.