

Private Vocational School New Program Application

If you are proposing more than one new program, a separate New Program Application will need to be completed.

Date of Application: _____

School Name: _____

Program Name: _____

Proposed Credential: _____

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Date application received: _____

Application status: _____

Date follow-up sent to applicant: _____

Date all required information received: _____

Date application completed: _____

NOC Code: _____

Use the [Private Vocational Schools Administration and Policy Manual \(PVS Manual\)](#) to help you complete this application.

Program Application Requirements	Ministry Use Only
Program Delivery	
Please select the program delivery method(s): <input type="checkbox"/> Onsite (face-to-face) <input type="checkbox"/> Online <input type="checkbox"/> Blended (combination of online and onsite delivery)	
Program Length <i>Fill in a, b and/or c, depending on the program delivery methods being proposed</i>	
a) Onsite Program Delivery Provide details about the program length (hours per day, days per week, total weeks (including holidays) and total hours): <div></div> Provide the breakdown of onsite instruction hours and the mandatory practicum hours (if applicable). <div></div>	

b) Blended Program Delivery (combination of onsite and online instruction hours)

Provide details about the program length (hours per day, days per week, total weeks (including holidays) and total hours:

Provide the breakdown of onsite instruction hours, online instruction hours and the mandatory practicum hours (if applicable):

c) Online Program Delivery

Please provide details about the program length (hours per day, days per week, total weeks (including holidays) and total hours:

Please provide the breakdown of online instruction hours and the mandatory practicum hours (if applicable):

Note: the nature of the program and quality of the program and student experience will be considered when assessing the appropriateness of the program delivery methods.

Program Fees

Tuition - Domestic Students: _____

Tuition - International Students: _____

Only if designated for international students

Registration (non-refundable): _____

Learning Resources (include taxes): _____

Textbooks, materials, kit, equipment, etc.

Other: _____ Please Specify:

Lockers, field trips, memberships in professional organizations related to training, etc.

Total Program Fees: _____

Contract Extension Fees: _____ Please Specify:

If applicable

Admission Requirement

What credential(s) or other skills must the student possess to qualify for entrance into the program? Admission requirements must be appropriate for the occupation and enable students to meet the learning objectives of the program. Furthermore, if there are admission requirements set by a regulatory or accrediting body, please specify them here.

Is there a pre-admission assessment of the student (e.g. exam, interview, etc.)?

☐ Yes ☐ No

If yes, please explain:

If yes, please attach pre-admission assessment questions.

☐ Attached

For student's whose first language is not English, detail the English language proficiency requirements a student must possess to enter the program (speaking, reading, listening, writing). Detail the third party services/assessments supported by the school.

Curriculum

List the curriculum/courses in the program (include number of hours for each course). Attach a course outline for each course in the program. At minimum, each course outline should include learning outcomes, student evaluation criteria, and schedule of activities. The curriculum/courses must be the same for programs with more than one delivery method.

- ☐ Curriculum overview (all course outlines and syllabi) is attached.
- ☐ Course outlines are attached for each course in the program.

Learning Outcomes

Detail the learning outcomes for the program (i.e. competencies necessary for employment in the vocation):

Work Placement / Practicum Requirements

Is a work placement or practicum required for a student to graduate?

☐ Yes ☐ No

If yes, please provide all details related to the work placement or practicum:

Please explain the qualification requirements for the supervisors overseeing the student's work placement/practicum. Note: qualifications should align with instructor requirements.

Ensure the curriculum includes a course outline for the mandatory work placement/practicum which includes learning objectives, student evaluation criteria, roles and responsibilities of the school, the student and practicum supervisor.

☐ Course outline has been included and meets specified criteria.

Instructor Requirements

What are the minimum qualifications required for instructors?

What is the student to instructor ratio for this program?

Have the instructors been trained in how to effectively teach adult learners?

☐ Yes ☐ No

<p>Instructor Requirements</p> <p>What ongoing and upcoming professional development opportunities are available to instructors?</p> <div data-bbox="110 226 1221 432" style="border: 1px solid black; height: 98px; margin: 10px 0;"></div> <p>For each new instructor, complete and attach the Application for Registration of Instructor or Examiner form for Ministry review and approval. <input type="checkbox"/> Attached</p>	
<p>Student Attendance</p> <p>Explain how student attendance is tracked:</p> <div data-bbox="110 657 1221 850" style="border: 1px solid black; height: 92px; margin: 10px 0;"></div> <p>Attach a sample of the school's student attendance tracking sheet: <input type="checkbox"/> Attached</p>	
<p>Student Evaluation</p> <p>Provide a breakdown of percentage weighting of any tests, projects, presentations, peer-evaluation and other assignments that make up the student's final mark:</p> <div data-bbox="110 1073 1221 1255" style="border: 1px solid black; height: 87px; margin: 10px 0;"></div> <p>Indicate the passing mark for any midterms, finals and comprehensive tests:</p> <div data-bbox="110 1329 1221 1564" style="border: 1px solid black; height: 112px; margin: 10px 0;"></div> <p>Provide examples of how students are assessed in meeting learning outcomes:</p> <div data-bbox="110 1627 1221 1856" style="border: 1px solid black; height: 109px; margin: 10px 0;"></div> <p>Attach a sample student transcript and credential (certificate/diploma) for the proposed program: <input type="checkbox"/> Attached</p>	

<p>Learning Resource</p> <p>Explain what learning resources (e.g. textbooks/materials/kit/equipment) are used to support the delivery of the program. Please include publication dates for textbook:</p> <div data-bbox="107 264 1218 464"></div>	
<p>Program / Curriculum Review</p> <p>Explain how the program will be reviewed in an ongoing manner to ensure the course materials are current and the training is relevant in the labour market. Indicate whether the school has a policy for conducting regular program reviews:</p> <div data-bbox="107 705 1218 1003"></div>	
<p>Student Supports</p> <p>Explain what services and supports are available to students during their studies (e.g., counseling, mental health supports, accommodation for disabilities, workshops on study skills, time-management, resume writing, job searches, student loans etc.)</p> <div data-bbox="107 1234 1218 1421"></div>	
<p>Student Feedback</p> <p>Explain how students are given the opportunity to provide feedback to the school about their school and program experience:</p> <div data-bbox="107 1598 1218 1785"></div> <p>Attach a sample survey/questionnaire: <input type="checkbox"/> Attached</p>	

Online Delivery of Programs

**Complete this only if program has blended or online delivery methods*

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Online or Blended Programs: Student Requirements

Prior to enrolment, the school will ensure students have:

- ☐ the requisite skills and abilities needed to use the equipment, learning platforms and hardware/software. Please explain:

- ☐ the necessary technology required (e.g. computer/laptop, minimum internet speed) to participate in the courses/programs delivered online. Please explain:

The school provides students with:

- ☐ training to use online tools. Please explain:

- ☐ the name and contact number for a person who will provide technical support when needed. Please explain:

- ☐ virtual program advising and/or tutorial support. Please explain:

- ☐ online access to relevant school policies and student handbook. Please explain:

- ☐ a process for monitoring/tracking student attendance online. Please explain:

- ☐ information updates on technology and learning platforms when changes are planned or implemented. Please explain:

Online Delivery of Programs <i>*Complete this only if program has blended or online delivery methods</i>	Ministry Use Only
Online or Blended Programs: Location Requirements <input type="checkbox"/> Private Vocational School must be physically located in Saskatchewan. <input type="checkbox"/> Students must attend the face-to-face portions of the blended programs in person at the school in Saskatchewan.	
Online or Blended Programs: Method of Delivery Online learning may occur: <ul style="list-style-type: none"> • Synchronously (a learning event in which a group of students are engaging in learning at the same time, often with a specific program/course start and end date); and/or, • Asynchronously (where students engage in learning at their own pace). <input type="checkbox"/> Detail the online learning method(s): <div data-bbox="175 779 1230 1071" style="border: 1px solid black; height: 139px; margin-top: 10px;"></div>	
Online or Blended Programs: Technology Requirements The school has a reliable and scalable learning management system (e.g., Brightspace, Open Learning, Canvas, Blackboard, etc.) or technology that: <input type="checkbox"/> has the infrastructure and connectivity for students and instructors to be successful in the courses/programs delivered online. Please explain: <div data-bbox="164 1419 1218 1535" style="border: 1px solid black; height: 55px; margin-top: 10px;"></div> <input type="checkbox"/> monitors the online activities of students. Please explain: <div data-bbox="164 1625 1218 1740" style="border: 1px solid black; height: 55px; margin-top: 10px;"></div> <input type="checkbox"/> verifies student identification. Please explain: <div data-bbox="164 1835 1218 1950" style="border: 1px solid black; height: 55px; margin-top: 10px;"></div>	

- ☐ uses standard internet encryption (i.e. https: not http:).
- ☐ stores any passwords in an encrypted fashion, where passwords are known only to the student.
- ☐ hosts learning resources/materials with ease of access to students throughout the program.
- ☐ facilitates communication between instructor and students. Please explain:

- ☐ is capable of administering and grading quizzes, if applicable. Please explain:

- ☐ ensures students complete each module without skipping them (if applicable).

The school has a recovery plan/policy to address technology failure, including:

- ☐ how students will be supported and/or compensated if technology is down for more than 24 hours. Please explain:

- ☐ technology recovery strategies that will be used to restore hardware, applications and data to meet the needs of students and instructors. Please explain:

- ☐ data loss or corruption from hardware failure, human error, hacking or malware will be managed. Please explain:

- ☐ how data and electronic information will be backed up and restored on an ongoing basis. Please explain:

<p><input type="checkbox"/> the school has a dedicated resource (staff, third party vendor) to assist students and instructors and to maintain the system. Please explain:</p> <div data-bbox="164 184 1219 365" style="border: 1px solid black; height: 86px; margin: 5px 0;"></div> <p><input type="checkbox"/> if the school's learning management system stores student information outside of Canada, students are notified of this and the ways in which their personal information may be used under the laws of the country involved.</p>	
<p>Online or Blended Programs: Instructor Requirements</p>	
<p><input type="checkbox"/> Instructors possess the qualifications and experience required to use online technologies. Please explain:</p> <div data-bbox="164 693 1219 861" style="border: 1px solid black; height: 80px; margin: 5px 0;"></div> <p><input type="checkbox"/> Instructors are provided continuous training in the delivery of online courses. Please explain:</p> <div data-bbox="164 987 1219 1161" style="border: 1px solid black; height: 83px; margin: 5px 0;"></div> <p><input type="checkbox"/> Orientation and technical support is provided to instructors. Please explain:</p> <div data-bbox="164 1247 1219 1409" style="border: 1px solid black; height: 77px; margin: 5px 0;"></div> <p><input type="checkbox"/> The school has a process in place to assess instructor effectiveness in delivering programs with online components (e.g. student survey, questionnaire, instructor evaluation). Please explain:</p> <div data-bbox="164 1579 1219 1757" style="border: 1px solid black; height: 85px; margin: 5px 0;"></div>	

Online or Blended Programs: Examination Delivery

- ☐ The school will provide information to prospective students on how examinations for online courses will be delivered, as applicable. Examples include:
- a) online at a school designated testing centre;
 - b) online at student's residence or location of choice utilizing proctoring software;
 - c) in-person at the school's physical location, or,
 - d) a combination of both online and in-person exam approaches

Please explain:

- ☐ The school provides guidelines to students for registering and participating in online examinations. Please explain:

Online or Blended Programs: Evaluation

- ☐ The school has a process for continually evaluating the effectiveness of a course/program delivered online. Please explain:

[illegible]

Required Documents	Check the box if complete	Ministry Use Only
<p>If your career college is operating or has previously operated in another jurisdiction in Canada, please contact the respective career college regulator and ask them to complete the External Jurisdiction Assessment Form. The regulator is asked to send the completed and signed form directly to pvsinquiry@gov.sk.ca.</p>		
<p>Labour Market Relevance</p> <p>Attach labour market information/evidence to validate demand for graduates of the program. Note: Providing job ads alone does not qualify as sufficient labour market evidence. See PVS Manual for guidelines.</p> <p>Are other schools/institutions in Saskatchewan offering the same or a similar program to the one proposed in this application?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain:</p> <div data-bbox="108 863 1024 1066" style="border: 1px solid black; height: 97px; margin-bottom: 10px;"></div> <p>How will the program proposed in this application differ from those currently being delivered?</p> <div data-bbox="108 1199 1024 1390" style="border: 1px solid black; height: 91px; margin-bottom: 10px;"></div> <p>Is there a need in Saskatchewan's post-secondary sector and labour market for another program?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain:</p> <div data-bbox="108 1635 1024 1852" style="border: 1px solid black; height: 103px;"></div>	<input type="checkbox"/>	

Training Completion Plan		
Provide a detailed Training Completions Plan in the event the program cannot continue. Identify alternative training providers in Saskatchewan (or elsewhere) in the event your school is unable to complete the delivery of the program. The Training Completion Plan Form and Guidelines can be found here .	<input type="checkbox"/>	
Student Enrolment Contract		
Provide the student enrolment contract you will use to enroll students into the program and ensure it meets the requirements outlined in the PVS Manual . If the program has more than one delivery method, include a copy of the student enrolment contract for each delivery method if they are different.	<input type="checkbox"/>	
Advertising		
Review the PVS Manual for advertising requirements and attach samples of advertisements planned for use upon receiving approval from the ministry.	<input type="checkbox"/>	
Application Fee - New Program		
<p>The fee for the ministry to assess and register a new program is \$400. Payment options include:</p> <ol style="list-style-type: none"> 1) E-Transfer 2) Direct Deposit (contact the Ministry for instructions) E-mail: pvsinquiry@gov.sk.ca 3) Cheque or Money Order to: Ministry of Advanced Education 1120 - 2010 12th Avenue Regina, Canada S4P 0M3 	<input type="checkbox"/>	

Notes:

Declaration and Consent

I certify that the information in this application, including the attachments, and in all other communications relating to the application, is correct. I give the Ministry of Advanced Education permission to contact the individuals who have provided Industry Reviews for the proposed program in this application.

I understand that registration fees are not refundable.

I understand that this application will expire three months after the date on which it is submitted to the Ministry of Advanced Education (Saskatchewan) if I have not successfully completed the application requirements within that period.

School Owner/Operator's Name: _____

Applicant's Name and Title: _____

Applicant's Signature: X _____

Date of Application (dd-mm-yyyy): _____

