

**2009-2010 ADMINISTRATIVE GUIDE**

**WORK-STUDY PROGRAMS**  
**IN VOCATIONAL AND TECHNICAL TRAINING**

Direction de la formation continue et du soutien  
Secteur de la formation professionnelle et technique et de la formation continue

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## NOTE

This administrative guide is a reference document for school boards, colleges, private educational institutions and government institutes that wish to offer their students a work-study program in vocational or technical training.

It groups together administrative information related to work-study programs for the current school year.

Please note that any information that has been added to the previous version of this guide is highlighted in grey in this document.

For the 2010-2011 school year, you will need to pay special attention to the duration of competency application periods in vocational and technical training and to the concept of “full-time.”

# 1. OPERATIONAL FRAMEWORK

This section presents the concept, goals and theoretical and operational definitions of the work-study approach in vocational and technical training. These elements are essential in order for the Ministère de l'Éducation, du Loisir et du Sport (MELS) to recognize and subsidize a work-study project.

## 1.1 The work-study concept

The work-study approach is an educational strategy that:

- places the student at the centre of the educational process
- combines periods of training in school and practicums in the workplace
- involves competency development (the acquisition or integration of competencies acquired in the workplace)
- fosters the application of competencies acquired in school and validated in the workplace
- requires a partnership based on the complementarity of schools and businesses, as well as on mutual respect for their roles and particular characteristics

## 1.2 The goal of the work-study approach

The goal of projects that subscribe to the work-study approach varies according to the level of the program of study. In the case of vocational training programs leading to a Diploma of Vocational Studies (DVS) or an Attestation of Vocational Specialization (AVS) and in technical training programs leading to a Diploma of College Studies (DCS) or an Attestation of College Studies (ACS), when the work-study formula is established by the educational institution, the goal of the project is to allow students to become familiar with competencies. Each practicum is based on one of the following pedagogical aims: competency development<sup>1</sup> and competency application<sup>2</sup> which define workplace expectations toward the student (see table in Appendix I).

## 1.3 The work-study approach in vocational and technical training

### 1.3.1 Definition

The work-study approach is both an educational strategy and a means of organization that integrates periods of school training and practicums in the workplace to form a training partnership between educational institutions and businesses.

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<sup>1</sup> Developing in the workplace one or more competencies or competency components **included** in the program of study, **for certification purposes**.

<sup>2</sup> Applying in the workplace one or more competencies or competency components from the program of study that have **already been acquired and certified** in school.

### 1.3.2 Operational definition

Work-study projects must meet certain conditions in order to be defined as such. These conditions make up the operational definition of the work-study approach used by the Ministère for the recognition, certification and funding of work-study projects in accordance with the educational concept set out in *Cooperative Work-Study Programs in Vocational and Technical Education: General Framework*, which has mandatory application.<sup>3</sup>

**In order to be considered a work-study program, a program must meet the following conditions:**

1. Be offered in an institution recognized by the Ministère.
2. Lead to vocational certification (Diploma of Vocational Studies [DVS] or Attestation of Vocational Specialization [AVS] at the secondary level<sup>4</sup>) or technical certification (Diploma of College Studies [DCS] or Attestation of College Studies [ACS] at the college level). ACS programs must comprise a minimum of 40 credits to meet work-study requirements.
3. Be taken by full-time students (according to the current definition).
4. Begin with a period of school training.
5. End with a period of school training involving:
  - a minimum of 45 hours of instruction when the pedagogical aim of the last practicum is competency application
6. Include a number of hours in the workplace equivalent to at least 20% of the total duration of the program.
7. Include at least two alternating periods (including two practicums).
8. Be made up of one of the following:<sup>5</sup>
  - competency development periods (DVS, AVS)
  - competency development periods and competency application periods (DVS, AVS)
  - competency application periods (DVS, AVS, DCS, ACS)
9. Be designed so that:
  - the competency development periods take place before certification of the competency or competencies concerned (DVS, AVS)

Although a work-study project can extend the length of a training program, it cannot lead to a decrease in the number of hours in the program of study, nor can it change the program's credit requirements.

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<sup>3</sup> Include one or more visits with the trainees for each practicum.

<sup>4</sup> As the skills training certificate (STC) is still at the experimental stage, it is not eligible for work-study recognition or funding. It is not listed in the *Basic Vocational Training Regulation*.

<sup>5</sup> **As of the 2010-2011 school year**, the competency application periods must have a duration between 8 and 16 consecutive full-time weeks (a minimum of 28 hours per week, or 4 work days) during the practicum for a DCS and between 4 and 16 consecutive full-time weeks (a minimum of 28 hours per week, or 4 work days) during the practicum for an ACS, a DVS and an AVS.

## 2. VOCATIONAL TRAINING

### Administrative measures for work-study projects

#### 2.1 Subsidy and authorization applications

To qualify for work-study financial support, the school board must submit, no later than June 1 of this year, the subsidy and authorization application form entitled *Demande d'autorisation et de subvention des projets en ATE pour l'année suivante*, duly completed and authorized by the director general.

The form is available in French only approximately one month before the deadline from the *Formulaire* section of the following Web site: [www.mels.gouv.qc.ca/ate](http://www.mels.gouv.qc.ca/ate).

**NOTE:** Certain programs of study and institutions are not eligible for the financial support program (see Appendixes II and III).

#### 2.2 Financial support program

Specific measures for awarding funding for work-study projects are set out in budgetary rules for the current school year for school boards ([www.mels.gouv.qc.ca/ens-sup/ftp/reg-bud/public/s016-v4.doc](http://www.mels.gouv.qc.ca/ens-sup/ftp/reg-bud/public/s016-v4.doc)) and for private secondary schools authorized for subsidy purposes ([www.mels.gouv.qc.ca/ens-sup/ftp/reg-bud/prive/033-v12.doc](http://www.mels.gouv.qc.ca/ens-sup/ftp/reg-bud/prive/033-v12.doc)).

In order for a program to be eligible for financial support, it must meet the conditions established by the Ministère de l'Éducation, du Loisir et du Sport as set out in point 1.3.2 of this document.

### Adjustment for the work-study approach

#### 2.2.1 Annual basic amount

This measure serves as an incentive for student retention and success in work-study programs. The basic allowance covers the coordination of activities, supervision and support for practicums.

This amount is calculated according to the number of students enrolled and certified in work-study programs:

Enrollment in work-study programs (certified full-time equivalents [FTE])	Amount per full-time equivalency (certified)
For the first 50 FTE	\$1000
For every FTE (or portions of FTE) exceeding 50, up to 200 FTE	\$500
For every FTE (or portions of FTE) exceeding 200	\$200

### 2.2.2 Amount for adapting a program to the work-study approach

Following approval by the Ministère and according to the financial resources available, a non-recurring amount of \$10 000 is paid to an educational institution that adapts a program of study in order to incorporate a work-study approach. The amount is calculated as follows:

- an amount of \$5 000 will be granted when the Ministère has authorized a program to be adapted to the work-study approach
- a second amount of \$5 000 will be granted when the program has 15 FTE graduates from a work-study program within the first three years following the school year for which the program was declared a work-study program

### 2.3 Declaration of student enrollment to the Ministère

The declaration of student enrollment in vocational training allows the Ministère to open a student's record for the current school year. In addition to being required for subsidy purposes, the declaration is also needed for the certification of studies so that the note "Program Completed as Work-Study Program" appears on the student's statement of competencies.

Charlemagne is the system used for declaring student enrollment in vocational training. The procedure is explained in the guide ***Déclaration en formation professionnelle***, which specifies the acceptable values for the field, « **type de parcours** » = **03 = Alternance travail-études**.

**Example:**

Declaring results for a work-study program:

Data	No training in the workplace (1)	Some training in the workplace (2)	Training in the workplace only (3)	Practicum outside the program <sup>6</sup> (4)
Course code	460025	460204	460265	<b>498000</b>
Date of result	2008-09-15	2008-12-20	2009-06-12	2009-02-24
Result (Pass/Fail, etc.)	PASS	PASS	PASS	PASS
Source of funding (as declared)	01	01	01	01
Type of service (e.g. attendance, examination)	1	1	1	1
<u>Hours in the workplace</u>		<u>30</u>	<u>60</u>	<u>280</u>
Program code				5212

<sup>6</sup> A "practicum outside the program" is a practicum with a pedagogical aim of **competency application**. Therefore it must be a paid practicum, and it must be completed in addition to the total number of hours of the program of study.

### 2.3.1 Competency-development practicum (CD)

Hours worked in competency-development practicums must be declared by competency (course).

Example: DVS-5781 – Automated Systems Electromechanics

	Competency	Duration	In class	In practicum	
(1) no training in the workplace	1	30	30		
	2	15	15		
	3	30	30		
(2) some training in the workplace	4	120	90	30	practicum 1
	5	30	30		
	6	105	45	60	
	7	30	30		
	8	75	30	45	
	9	30	30		
	10	105	60	45	
	11	90	90		
	12	90	90		
	13	30	30		
(3) training only in the workplace	14	105	105		practicum 2
	15	75	75		
	16	60	60		
	17	105	105		
	18	60	60		
	19	60	60		
	20	60	60		
	21	90	60	30	
	22	60	60		
	23	15	15		
	24	105	45	60	
	25	45	45		
	26	90	60	30	
(4) CA practicum hours	<b>498000</b>	???	0	480	
	Total	1800	1410	870	

**NOTE:**

For 2009-2010, the Charlemagne system will accept a declaration of practicum hours greater than the duration planned by the institution. The number of hours truly spent in the workplace will appear on the statement of competencies to benefit the student (up to a maximum of 35%)<sup>7</sup>.

### 2.3.2 Competency-application practicum (CA)

The hours completed by trainees as part of competency-application practicums must be declared in the module "practicum outside the program."

Course codes:

- 498000 for the French sector
- 998000 for the English sector

The program code associated with the practicum must also be entered.

<sup>7</sup> **Example 1:** The total number of hours for practicum 1 is 120 hours (30 hours per week for 4 weeks). However, the host company uses a 35-hour work week. In this case, the student will complete a practicum of 140 hours (4 weeks x 35 hours).

The total number of hours completed in the workplace will appear in the statement of learning. In addition, the indication "Program Completed as Work-Study Program" will appear in the statement of competencies.

For more information about the Charlemagne system, please visit the following Web site: [www.mels.gouv.qc.ca/charlemagne](http://www.mels.gouv.qc.ca/charlemagne).

**User: 456charlemagne**

**Password: regina**

Should you have any questions, please write to **charlemagne-sau@mels.gouv.qc.ca**.

## 2.4 Student record

In the event of an audit, the following information **must be kept** in the records<sup>8</sup> of students who took a work-study program:

1. the agreement signed by the student, the business and the educational institution for each practicum
2. the evaluations<sup>9</sup> carried out by the educational institution
3. the report on the company visit
4. the student's practicum report

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<sup>8</sup> The *Guide pédagogique de l'alternance travail-études en formation professionnelle et technique* provides some materials that could prove useful. These can be found in French only at [www.mels.gouv.qc.ca/ate](http://www.mels.gouv.qc.ca/ate), by clicking on "Établissements scolaires," section "Gestion et outils."

<sup>9</sup> Process whereby a judgment is made, based on established norms or criteria, on the value of a situation, a process or a given element, for the purpose of making pedagogical and administrative decisions.

### 3. TECHNICAL TRAINING

#### Administrative measures for the work-study approach

#### 3.1 Subsidy and authorization applications

To qualify for work-study financial support, the college must submit, no later than March 1 of this year, the subsidy and authorization application form entitled *Demande d'autorisation et de subvention des projets en ATE de l'année suivante*, duly completed and authorized by the director general.

The form is available in French only approximately one month before the deadline from the *Formulaire* section of the following Web site: [www.mels.gouv.qc.ca/ate](http://www.mels.gouv.qc.ca/ate).

**NOTE:** Certain programs of study and institutions are not eligible for the financial support program (see Appendixes II and III).

#### 3.2 Work-study financial support program

Specific measures for awarding funding for work-study projects are set out in budgetary and financial rules for the current school year for CEGEPs ([www.mels.gouv.qc.ca/ens-sup/ftp/reg-bud/public/s016-v4.doc](http://www.mels.gouv.qc.ca/ens-sup/ftp/reg-bud/public/s016-v4.doc)) and for private colleges ([www.mels.gouv.qc.ca/ens-sup/ftp/reg-bud/prive/033-v12.doc](http://www.mels.gouv.qc.ca/ens-sup/ftp/reg-bud/prive/033-v12.doc)).

In order for a program to be eligible for financial support, it must meet the conditions established by the Ministère de l'Éducation, du Loisir et du Sport as set out in section 1.3.2 of this document.

**REMINDER:** In the case of competency-application programs, none of the program credits may be associated with a work-study practicum.

#### Adjustment for the work-study approach

There are three types of funding for work-study projects:

- Amount for adapting a program to the work-study approach
- Annual basic amount
- Amount for graduating students

**NOTE:** The explanations in the appendixes about the budgetary rules aim to clarify the text. In the case of litigation or textual interpretation, the wording of the budgetary rules prevails.

##### 3.2.1 Amount for adapting a program to the work-study approach

A nonrecurrent amount of **\$10 000** is granted for any new adaptation of a program of study to incorporate the work-study approach. The program of study must require at least 40 credits, lead to a DCS or an ACS and be funded by the Ministère. The organizational model of the work-study program must be approved by the Ministère during the **funding application** process.

The college must ensure that a minimum of 15 different students complete the first practicum planned as part of the organizational model of the program approved by the Ministère within three school years after the college has received payment of the subsidy for adapting a program to the work-study approach.

Should the college fail to comply with the above provision, it will have to return the subsidy.

**NOTE:** Given budgetary constraints, the Ministère reserves the right to refuse to grant those amounts requested by institutions that exceed the available budget.

**Example:**

College X receives a subsidy for adapting a certain program to the work-study approach in 2009-2010. Over the course of the following three years, that is, in 2010-2011, 2011-2012 and 2012-2013, the college must declare that a minimum of 15 different students have completed at least one practicum as part of that program of study.

Students enrolled in the work-study Secretarial Studies program at College X	Students who have completed a first practicum	Students who have completed a second practicum	Students counted for funding in relation to the adaptation of this program of study
2009-2010	Disbursement to College X of the subsidy for adapting the Secretarial Studies program to the work-study approach		
2010-2011	8	0	8
2011-2012	4	8 (of the 8 students enrolled in 2010-2011)	4 (because 8 of the students were counted the previous year)
2012-2013	10	4 (of the 8 students enrolled in 2011-2012)	10 (because 4 of the students were counted the previous year)
TOTAL (must be at least 15 students)			22 Eligible students

**NOTE:** It is possible that 15 different students complete a practicum in one year.

### 3.2.2 Annual basic amount

This measure is an incentive for student retention and success in work-study programs and should encourage colleges to offer quality work-study programs. The basic allowance covers coordination of activities, supervision and support for practicums.

- An annual basic amount of **\$30 000** is granted to institutions that declare a minimum of 15 completed practicums during the current year.
- In order to support institutions with dwindling student enrollment, an amount of **\$2 000** will be granted for each practicum carried out during the school year, **up to 14 practicums (maximum of \$28 000)**.

An additional amount of **\$300** is granted for each practicum completed during the school year:

- up to two practicums per student enrolled in a program leading to an ACS
- up to three practicums per student enrolled in a program leading to a DCS

**NOTE:** In order for an institution to obtain funding for a third practicum leading to a DCS, each practicum must last at least 250 hours.

The third practicum must also have been provided for in the organizational model submitted to and approved by the Ministère.

#### Calculation of the annual basic amount (examples)

For one school year:

- 10 practicums:  $(\$2\,000 \times 10 \text{ practicums}) + (\$300 \times 10 \text{ practicums}) = \$23\,000$
- 15 practicums:  $\$30\,000 + (\$300 \times 15 \text{ practicums}) = \$34\,500$
- 1818 practicums:  $\$30\,000 + (\$300 \times 15 \text{ practicums}) = \$35\,400$

### 3.2.3 Amount per graduating student

- An amount of **\$450** is granted for each student completing a work-study program leading to a DCS.
- An amount of **\$225** is granted for each student completing a work-study program requiring at least 40 credits and leading to an ACS.
- An amount of **\$300** is granted for each student completing a work-study program requiring at least 60 credits and leading to an ACS.

**Graduating student:** a student who has completed or who is about to complete his or her last term of full-time study (sixth term) and who has completed practicums (2 or 3 according to the organizational model) that represent at least 20% of the total duration of the program of study no later than June 30 of that school year.

In order to be eligible for the amount granted per graduating student, the institution must submit the list of graduating students to the Ministère's Direction de la formation continue et du soutien, **before April 1** of the current school year.

The list of graduating students for each program of study must include the following information:

- student's name
- student's permanent code
- name of program completed
- number of terms of study completed
- number of hours of instruction in the program
- number of hours in the workplace
- number of practicums completed at the end of the school year concerned (practicums must have been declared in the Socrate system before **April 30** of the current school year)
- number of credits in programs leading to an ACS

**NOTE:** An institution may claim the amount for a graduating student only once per student per program.

### **3.2.4 Subsidy payments**

For the purposes of work-study projects, the year begins July 1 and ends June 30.

Subsidies for a given school year are paid out in June of that year to the educational institutions that meet the criteria set out in section 1.3.2.

Payment includes:

- the amount for adapting a program to the work-study approach as requested in the subsidy and authorization application for the current school year, if any
- the annual basic amount for the number of periods completed, plus the additional amount for practicums declared in the Socrate system before **April 30** of the current school year
- the amount per graduating student according to the list of graduates submitted to the Ministère before **April 1** of the current school year

**NOTE:**

Work-study projects that do not meet the conditions set out in section 1.3.2 will no longer be eligible for work-study subsidies. In such cases, the consequences will not be limited to the practicums that fail to meet conditions; rather, the entire program of college studies will no longer be eligible for funding.

### 3.3 Declaration of student enrollment to the Ministère

The declaration of student enrollment in vocational training allows the Ministère to open a student's record for the current school year. In addition to being required for subsidy purposes, the declaration is also needed for the certification of studies so that the note "Program Completed as Work-Study Program" appears on the student's transcript.

The declaration of student enrollment is submitted via Socrate, the data management system for college students.

**April 30:** Deadline to submit the declaration of hours completed in the workplace for each student enrolled in the work-study program for the current year as well as the number of hours scheduled in the workplace for students whose practicums will end before June 30.<sup>10</sup>

**Institutions are encouraged, however, to declare the hours completed in the workplace as soon as a practicum has ended.**

**NOTE:**

**Declarations made after April 30 will not be subsidized.**

**Reminder: All periods in the workplace completed by graduating students must be declared in the Socrate system by April 1 so that the list of graduating students can be validated.**

**Socrate reports available:**

SRTEF5065CR: List of students with work-study practicum

SRTEF7020AR: Work-study practicums for funding purposes

SRTEF7020BR: List of students in work-study programs, for funding purposes

SRTEF7020CR: List of students graduating from work-study programs, for funding purposes

Instructions for submitting data are provided on the **Socrate Web site** at the following address:  
[www8.mels.gouv.qc.ca/ens-sup/socrate](http://www8.mels.gouv.qc.ca/ens-sup/socrate).

For further information, please contact:

**Service à la clientèle**  
Direction des systèmes et du contrôle  
Ministère de l'Éducation, du Loisir et du Sport  
Telephone: 418-643-2999, extension 3215  
E-mail: [socrate@mels.gouv.qc.ca](mailto:socrate@mels.gouv.qc.ca)

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<sup>10</sup> For graduating students, the hours completed in the workplace must be adjusted in the Socrate system as soon as the practicum has ended. These hours will appear on the student's transcript.

### 3.4 Student record

In the event of an audit, the following information **must be kept** in the records<sup>11</sup> of students who took a work-study program:

- the agreement signed by the student, the business and the educational institution for each practicum
- the evaluations<sup>12</sup> carried out by the host company in collaboration with the educational institution according to pre-established criteria set by the latter
- the report on the company visit
- the student's practicum report

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<sup>11</sup> The *Guide pédagogique de l'alternance travail-études en formation professionnelle et technique* provides some materials that could prove useful. These can be found in French only at [www.mels.gouv.qc.ca/ate](http://www.mels.gouv.qc.ca/ate), by clicking on "Établissements scolaires," section "Gestion et outils."

<sup>12</sup> Process whereby a judgment is made, based on established norms or criteria, on the value of a situation, a process or a given element, for the purpose of making pedagogical and administrative decisions.

## 4 STUDENT SALARIES

The pedagogical aim of a practicum determines whether the employer must pay the trainee or not.

When the pedagogical aim of a practicum is to acquire the competencies set out in a program of study (competency-development periods), the host company does not have to pay the trainees, as they are not covered by *An Act respecting labour standards* (s. 3, par. 5). Of course, the host company has the right to pay these students, but it is under no legal obligation to do so.

However, when the pedagogical aim of a practicum is to practise competencies already acquired and certified by the educational institution (competency-application periods), students already possess the knowledge and skills required to carry out certain tasks at work. In this case, the host company is responsible for assigning students those tasks that correspond to their level of learning. Thus, the students have a specific mandate to carry out within the company and they are considered to be “employees” according to *An Act respecting labour standards*. All the measures set out in this statute are applicable, and **the company is obliged to pay** the student no less than the current minimum wage.

**NOTE:** If a student receives a salary for a competency-development practicum, the employer is responsible for costs related to the CSST as the student is considered a salaried employee. It is ESSENTIAL that the employer be advised of this.

## 5. INCENTIVE MEASURES FOR COMPANIES

At this time, two measures are available to host companies:

- the tax credit for practicums in the workplace
- eligible training expenses (1%) under the *Act to promote workforce skills development and recognition*<sup>13</sup>

For further information, please consult the administrative guide entitled *Tax Credits for Practicums in the Workplace*, designed for educational institutions and available at the following address: [www.mels.gouv.qc.ca/creditimpot](http://www.mels.gouv.qc.ca/creditimpot).

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<sup>13</sup> For more information, consult the *Guide général d'application de la Loi favorisant le développement et la reconnaissance des compétences de la main-d'œuvre* (in French only) on the Emploi-Québec Web site, at [www.emploiQuebec.net](http://www.emploiQuebec.net).

## 6. MINISTERIAL COORDINATION

**Guylaine Larose**, director of the Direction de la formation continue et du soutien (DFCS), is responsible for work-study programs in vocational and technical training. For further information, please contact one of the following people:

**Nina Fortin**

Coordinator for the work-study approach  
and the tax credit for practicums in the workplace  
Telephone: 418-646-1536, extension 2265  
E-mail: [nina.fortin@mels.gouv.qc.ca](mailto:nina.fortin@mels.gouv.qc.ca)

**Francine Frenette**

Information and support for networks  
Telephone: 418-646-1536, extension 2562  
E-mail: [francine.frenette@mels.gouv.qc.ca](mailto:francine.frenette@mels.gouv.qc.ca)

**Nathalie Lepage**

Administrative support  
Telephone: 418-646-1536, extension 2321  
E-mail: [nathalie.lepage@mels.gouv.qc.ca](mailto:nathalie.lepage@mels.gouv.qc.ca)

**Caroline Boutin**

Secretary, work-study approach  
Telephone: 418-646-1536, extension 2332  
E-mail: [caroline.boutin@mels.gouv.qc.ca](mailto:caroline.boutin@mels.gouv.qc.ca)

**Pierre Duchaine**

Coordinator for special projects related to the work-study approach  
Telephone: 418-646-1536, extension 2324  
E-mail: [pierre.duchaine@mels.gouv.qc.ca](mailto:pierre.duchaine@mels.gouv.qc.ca)

**Direction de la formation continue et du soutien (DFCS)**

Secteur de la formation professionnelle et technique et de la formation continue  
Ministère de l'Éducation, du Loisir et du Sport  
1035, rue De La Chevrotière, 12<sup>e</sup> étage  
Québec (Québec) G1R 5A5  
Fax: 418-643-1926

## 7. INFORMATION

### 7.1 Work-study Web site

The Web site [www.mels.gouv.qc.ca/ate](http://www.mels.gouv.qc.ca/ate) posts useful information about the work-study approach, such as programs offered according to educational institution, region or level; statistics; video clips of first-hand accounts from students, host companies and school staff members involved in work-study programs; different management tools and other administrative documents.<sup>14</sup>

### 7.2 Province-wide work-study committee

A representative from your region sits on the Comité national de l'alternance travail-études (province-wide work-study committee). His or her role is to communicate information about work-study projects between the Ministère and the educational institutions in his or her region. This representative also sees that the interests and concerns of the institutions he or she represents are discussed and taken into account by the province-wide committee as well as at official meetings in his or her region.

For more information about the province-wide committee and its work or to find the name of your representative, consult the *Comité national* section of the work-study Web site mentioned above.

### 7.3 Associations with an interest in work-study development

**ACDEC-Québec:** The Canadian Association for Co-operative Education – Quebec committee

Secretary

Telephone: 418-522-7141

Web Site: [www.acdec-quebec.org](http://www.acdec-quebec.org)

**AQAET:** Association québécoise de l'alternance études-travail

The members of this province-wide committee are listed on the AQAET Web site. There is a resource person for every region of Québec.

Web Site: [www.aqaet.qc.ca](http://www.aqaet.qc.ca)

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<sup>14</sup> This material is available in French only under the heading "Établissements scolaires" in the "Boîte à outils de l'intervenante et de l'intervenant" section. Click on "Publications ministérielles" and the "Gestion et outils" tab.

## 8. PROMOTIONAL MATERIALS

The Ministère provides educational institutions with various promotional tools for the work-study approach:

### **Brochure for students:**

*The Work-Study Approach: A + for your career!*

- French version: code 17-2958
- English version: code 17-2958-A

### **Brochure for host companies:**

*Des stagiaires en entreprise, c'est tout un investissement!*

- available only in French: code 17-2957

### **Work-study poster:**

- available only in French: code 17-2950

### **Brochure about the tax credit for practicums in the workplace:**

- available only in French: code 17-2956

**NOTE:** Promotional tools for businesses cannot be translated into English. Under the government's linguistic policy, documentation designed for legal persons (businesses) must be produced in French only.

### **To order promotional materials:**

**For vocational training:** Please contact your Ministère regional office.

**For technical training:** Please use the electronic form *Commande d'outils promotionnels* available in French only on the work-study Web site.

## 9 REMINDER – Calendar of administrative activities for work-study projects

DATES	ACTIONS	ACTORS
March 1, 2010	<ul style="list-style-type: none"> <li>▪ Deadline to submit the 2009-2010 subsidy and authorization application form for technical training</li> </ul>	Colleges
<b>March and April 2010</b>	<ul style="list-style-type: none"> <li>▪ Analyze forms related to technical training</li> </ul>	Direction de la formation continue et du soutien (MELS)
April 1, 2010	<ul style="list-style-type: none"> <li>▪ Deadline to submit list of 2009-2010 graduates to the DFCS to receive subsidies for graduating students (see section 3.2.3)</li> </ul>	Colleges
April 30, 2010	<ul style="list-style-type: none"> <li>▪ Deadline to submit the declaration of student enrollment to the Socrate system</li> </ul>	Colleges
<b>May and June 2010</b>	<ul style="list-style-type: none"> <li>▪ Calculate subsidies to be granted in the form of work-study financial assistance</li> </ul>	Direction de la formation continue et du soutien (MELS)
June 1, 2010	<ul style="list-style-type: none"> <li>▪ Deadline to submit the 2009-2010 subsidy and authorization application form for vocational training</li> </ul>	School boards
<b>June and July 2010</b>	<ul style="list-style-type: none"> <li>▪ Analyze forms related to vocational training</li> </ul>	Direction de la formation continue et du soutien (MELS)
<b>Summer 2010</b>	<ul style="list-style-type: none"> <li>▪ Send letters to educational institutions authorizing them to offer those work-study programs that meet conditions</li> <li>▪ Update list of authorized work-study programs in computer systems</li> <li>▪ Update the programs of study on the work-study Web site</li> <li>▪ Disburse subsidies to colleges</li> </ul>	Direction de la formation continue et du soutien (MELS)

## **APPENDIXES**

# Appendix I

## Practicums in the workplace

GOAL	LEARNING COMPETENCIES	
<b>PEDAGOGICAL AIM</b>	Competency development	Competency application
<b>PROGRAM OF STUDY</b>	DVS-AVS	DVS-AVS DCS-ACS
<b>DURATION</b>	<ul style="list-style-type: none"> <li>▪ Minimum two practicums<sup>15</sup></li> <li>▪ 20% of the hours of the program of study</li> <li>▪ Hours included in the program of study</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minimum two practicums<sup>15</sup></li> <li>▪ 20% of the hours of the program of study</li> <li>▪ In addition to the hours of the program of study</li> </ul>
<b>TYPES OF ACTIVITIES</b>	<ul style="list-style-type: none"> <li>▪ <i>Training activities</i> Content set by the educational institution</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Work activities</i> Content set by the host company and approved by the educational institution</li> </ul>
<b>CERTIFICATION</b>	<ul style="list-style-type: none"> <li>▪ Activities for credits</li> <li>▪ Practicum takes place before certification of the module(s)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Activities not for credits</li> <li>▪ Practicum takes place after certification of the module(s) or courses</li> </ul>
<b>SALARY</b>	<ul style="list-style-type: none"> <li>▪ Not covered by <i>An Act respecting labour standards</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Covered by <i>An Act respecting labour standards</i></li> </ul>
<b>VISIT DURING PRACTICUM</b>	<ul style="list-style-type: none"> <li>▪ Mandatory</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>

AVS = *Attestation of Vocational Specialization*

DVS = *Diploma of Vocational Studies*

ACS = *Attestation of College Studies*

DCS = *Diploma of College Studies*

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<sup>15</sup> **As of the 2010-2011 school year**, the competency application periods must have a duration between 8 and 16 consecutive full-time weeks (a minimum of 28 hours per week, or 4 work days) during the practicum for a DCS and between 4 and 16 consecutive full-time weeks (a minimum of 28 hours per week, or 4 work days) during the practicum for an ACS, a DVS and an AVS.

## Appendix II

### Programs of study not eligible for the work-study financial support program

Some programs of study in the health sector (sector 19)<sup>16</sup> are not eligible for the work-study financial support program.

The programs in question are those with a large number of practicum hours whose funding takes into account the cost of organizing the training and organizing clinical practicums in health institutions.

The following programs do not qualify for the financial support program:

<b>PROGRAMS LEADING TO A DVS</b>	<b>PROGRAM CODE</b>
Santé, assistance et soins infirmiers	5325
Santé, assistance et soins infirmiers	5287
Health, Assistance and Nursing	5787
Assistance à la personne en établissement de santé	5316
Assistance in Health Care Facilities	5816
Assistance aux bénéficiaires en établissement de santé	5081
Assistance to Patients or Residents in Health Care Establishments	5581
Assistance à la personne à domicile	5317
Home Care Assistance	5817
Assistance familiale et sociale aux personnes à domicile	5045
Home Care and Family and Social Assistance	5545
<b>PROGRAMS LEADING TO A DCS OR AN ACS*</b>	
Techniques d'électrophysiologie médicale	140.A0
Biomedical Laboratory Technology	140.B0
Techniques d'inhalothérapie	141.A0
Technologie de radiodiagnostic	142.A0
Technologie de médecine nucléaire	142.B0
Technologie de radio-oncologie	142.C0
Nursing	180.A0
Soins infirmiers	180.B0
Prehospital Emergency Care	181.A0

\* None of the health sector programs of study leading to an ACS are eligible for the financial support program.

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<sup>16</sup> Agreement between the Ministère de l'Éducation, du Loisir et du Sport and the Ministère de la Santé et des Services sociaux in relation to practicums in health institutions.

## Appendix III

### **Educational institutions not eligible for the work-study financial support program**

The La Pocatière and Saint-Hyacinthe agro-food institutes are not eligible for the work-study financial support program. Funding for their activities is governed by the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ), which takes into account the cost of organizing training and practicums.

The Institut de tourisme et d'hôtellerie du Québec (ITHQ) is not eligible for the work-study financial support program.

Private schools not authorized for subsidy purposes are not eligible for financial support for their work-study projects.

The Ministère de l'Éducation, du Loisir et du Sport requests that these institutions notify it of their work-study programs and the number of students enrolled in them. This information will be used for statistical purposes and to provide information to the public (work-study Web site). It will allow these students to have the indication "Program Completed as Work-Study Program" on their statement of competencies, in the case of vocational training, or on their transcript, in the case of technical training.

