

commission scolaire  
**DU LITTORAL**

**Procedures Governing the  
Admission and Managerial  
Norms of Educational Services  
for the Adult Population.**

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## **1.0 GENERAL PROVISIONS**

### **1.1 DEFINITION OF THE CLIENTELE:**

In this document, the term adult refers to any person entitled to educational services under sections 2 and 448 of the Education Act.

"Every child resident in Québec shall attend school from the first day of the school calendar in the school year following that in which he attains 6 years of age until the last day of the school calendar in the school year in which he attains 16 years of age or at the end of which he obtains a diploma awarded by the Minister, whichever occurs first." (1988, c. 84, a. 14; 1990, c. 8, a. 2)

"Every person no longer subject to compulsory school attendance is entitled to the educational services prescribed by the basic school regulation for adult education made by the Government under section 448, within the scope of the programs offered by the school board pursuant to this act." (1988. c. 84, a. 2.).

This person must not be enrolled in the youth sector on the 30<sup>th</sup> of September during the year in which he/she registers in the adult sector.

See annex 1: "Adult Status".

## **1.2 DEFINITION OF LEARNING SERVICES**

Learning services relates to the acquisition, evaluation and certification of the abilities and learning covered by the programs of study offered to an adult.

These services are also related to pedagogical support and the educational environment in which an adult acquires learning, from his/her enrollment to the completion of his/her studies.

## **1.3 DEFINITION OF STUDENT SERVICES**

Student services are related to the personal and social conditions in which an adult acquires learning, from his/her enrollment to the completion of his/her studies.

Student services are designed to help an adult gradually carry out his/her learning plan, to support him/her through professional services and to contribute to the development of his/her autonomy.

## **1.4 SCHOOL CALENDAR**

The Commission scolaire offers services to its adult clientele during the entire school year from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June.

The following days are holidays for students:

1. 1st of July;
2. the first Monday in September;
3. the second Monday in October;
4. the 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> of December;
5. the 31<sup>st</sup> of December, 1<sup>st</sup> and 2<sup>nd</sup> of January;
6. Good Friday and Easter Monday;
7. the Monday preceding 25 May;
8. the 24<sup>th</sup> of June.

In exceptional cases, an adult may be called upon to participate in activities related to the programs of study on these holidays.

## **1.5 STUDENT FILE**

### **1.5.1 APPLICATION**

Educational Services must keep a file for each adult admitted in general education services.

The adult's file must contain the essential documents and information shared by the learning services that require such a record and, where applicable, documents or information relating to the establishment of a learning profile.

### **1.5.2 ESSENTIAL DOCUMENTS**

An adult's record must contain the following documents and information:

- a) his/her full name and address;
- b) his/her written consent or, in the case of a minor, the consent of the holder of parental authority for the school board to consult his/her record kept by the Ministry of Education;
- c) his/her statement of his/her years of schooling;
- d) his/her permanent code;
- e) a copy of the achievement record or a copy of the last school report card<sup>1</sup>;
- f) his/her learning profile

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<sup>1</sup> A copy of the birth certificate issued by virtue of the new civil code or baptismal record issued before January 1st, 1994. (authenticated copy and original given to the adult) .

### **1.5.3 LEARNING PROFILE (Annex 2)**

The school board must, together with the adult, establish the adult's learning profile, which includes, in particular:

- a) the "occupational goal", that is, the intended trade or occupation, where applicable;
- b) the long-term learning objective; a secondary school, college or university diploma, attestation or other official certification corresponding to an intended trade or occupation;
- c) the short-term learning objective certified by the adult;
- d) an analysis of prior learning, where applicable;
- e) results obtained in placement tests, where applicable;
- f) equivalences, where applicable;
- g) a list of courses and number of credits (in literacy and social integration, the number of hours) required to attain the objectives of the learning services;
- h) the normal sequence of courses for attaining the short-term learning objectives.

## **2.0 PROGRAMS OF STUDIES**

### **2.1 GENERAL EDUCATION**

#### **2.1.1 DURATION OF CREDITS**

The time devoted to learning activities shall be a maximum of 30 hours per week. However, in certain programs of studies an adult may, in exceptional cases, be called upon to participate in activities exceeding this maximum.

In general education, an hour of learning lasts 60 minutes. Unless otherwise indicated in the program, each credit corresponds to 25 hours of learning. (Basic School Regulations, Part 2, articles 37 and 38, in process of revision).

#### **2.1.2 ALLOTTED TIME IN PART-TIME GENERAL EDUCATION**

An adult is considered part time when he is registered for 14 hours, or less, a week.

#### **2.1.3 ALLOTTED TIME IN FULL-TIME GENERAL EDUCATION**

An adult is considered full time when he is registered for 15 hours, or more, a week.

## **2.2 VOCATIONAL EDUCATION**

### **2.2.1 DURATION OF CREDITS**

One credit is equivalent to 15 hours of learning activities.

### **2.2.2 ALLOTTED TIME IN VOCATIONAL EDUCATION**

The minimum duration of a program of studies leading to a vocational studies diploma (DEP) is 600 hours, and for a program of studies leading to a vocational specialization attestation (ASP) it is 450 hours.

### **2.2.3 EXTENSION OF ALLOTTED TIME**

Within its resources, a school board may grant an adult or a group of adults, an extension of the maximum time allotted for the services or program in which the adult or the group of adults is registered.



## **3.0 ORIENTATION SERVICES**

### **3.1 DEFINITION**

Adults who enrol for the first time in adult education may enrol in one or more Study Skills and Career Planning courses.

### **3.2 TRAINING OBJECTIVES**

Orientation services, which are an extension of enrollment and referral services, are designed to enable an adult, from his/her application for admission to the completion of his/her studies:

- to prepare his/her learning profile through an evaluation of his/her knowledge and skills, taking into account his/her personal goals and learning plan;
- to establish his/her social and vocational integration plan;
- to become initiated to adult education;
- to analyze his/her motivation towards school.

### **3.3 PROGRAM CONTENTS**

- Self-Awareness
- Career choices
- Planning a learning program
- Job Search Strategies
- Personal learning plan and study skills
  - How to study and learn
- An introduction to individualized learning
- Reading and research techniques
- Effective study habits and preparing for exams

### **3.4 ADMISSION REQUIREMENTS**

Complete a learning profile (Annex 2).

### **3.5 ALLOTTED TIME**

The duration of the orientation services is 200 hours, or less and the time will be included in the time allotted for the Secondary Cycle Two.

### **3.6 ADULT'S RECORD**

The record of an adult enrolled in Literacy services must include the essential documents and information (Cf. 1.5.2) as well as documents relating to the establishment of his/her learning profile (Cf. 1.5.3)

### **3.7 EVALUATION OF LEARNING**

According to the norms of the ministry or the school board regulations.

### **3.8 SPECIAL PROCEDURES**

To be defined - according to the analysis of individual needs.

### **3.9 FEES**

Complementary fees:	20,00\$
Material:	5,00\$ for photocopied documents
	8,00\$ for original documents

- ☞ When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.

### **3.10 STUDENT LOG BOOK (Annex 4)**

The student log book contains written information that is judged pertinent to the academic profile of the adult student, the evaluation of services received during his/her training, and the motives that prevail when he terminates his/her training in the adult sector.

The student log book is completed by the teacher and the adult. This document is part of the educational file. One copy is sent to Chevery and the student keeps a personal copy.

### **3.11 CREATING A LEARNING PROFILE**

When an adult registers in a course for the first time, he must provide a copy of his/her achievement record from the M.E.Q.; his/her dossier will then be analyzed by the guidance counsellor; a learning profile will be drawn up (Annex 4), a letter of explanation will be sent to the adult along with his/her profile. A copy of the learning profile is then given to the animator of the sector.

At the adult's request, the guidance counsellor will make an appointment with this person on a date and place that is convenient to both parties.

## **4.0 SOCIAL INTEGRATION SERVICES (PIVC)**

### **4.1 DEFINITION**

Designed to foster the personal and social development of adults, these services encourage the adult's integration into society and permit the adult to access a better quality of life.

### **4.2 TRAINING OBJECTIVES**

Social integration services are designed to enable an adult who is experiencing adjustment difficulties of a psychological, intellectual, social or physical nature to gain access to individualized learning that fosters the acquisition of basic skills to prepare the adult for his/her activities and role in society and, where applicable, the pursuit of further studies.

### **4.3 PROGRAM CONTENTS**

- Personal growth
- Psychomotor skills
- Home life
- Nutrition
- Language and communication
- Preparing for the job market
- Integration into the job market
- Group work
- Sexuality
- Consumer initiation and financial autonomy
- Developing an education plan
- Personal hygiene and body care
- Using community resources
- Specific projects

#### **4.4 ADMISSION REQUIREMENTS**

Only adults who have a moderate intellectual handicap are eligible.

#### **4.5 ALLOTTED TIME**

The duration of the social integration program is generally 2000 hours, or less.

#### **4.6 ADULT'S RECORD**

The record of an adult enrolled in the social integration program must include the essential documents and information (Cf. 1.5.2) as well as documents relating to the establishment of his/her learning profile (Cf. 1.5.3)

#### **4.7 EVALUATION OF LEARNING**

Following an evaluation of learning by the school board, the adult who followed this program can enroll in literacy activities, on the condition that this evaluation be submitted for approval to M.E.Q. the regional office.

#### **4.8 SPECIAL PROCEDURES**

The student must provide the person responsible at the school board with the authorization to access his/her dossier.

## **4.9 FEES**

Complementary fees: 20,00\$  
Material: 5,00\$ for photocopied documents  
8,00\$ for original documents

☞ When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.

## **4.10 LEARNING SERVICES**

Adults registered in social integration services may require specialized services. The analysis of particular needs will be forwarded to Educational Services of the Commission Scolaire du Littoral by the animator of the sector and he will be made aware of the school board regulation establishing the organizational norms of these services.

## **5.0 LITERACY SERVICES**

### **5.1 DEFINITION**

Literacy services are designed to enable an adult to increase his/her functional abilities through the acquisition of listening, oral expression, reading, writing and arithmetic skills based on his/her everyday activities and needs and, where applicable, to make it possible for the adult to pursue further studies.

### **5.2 TRAINING OBJECTIVES**

The objective of literacy services is to enable the adult to improve his/her functional abilities by acquiring the basic skills of listening, oral expression, reading, writing and arithmetic based on the context of his/her everyday activities and needs as well as, should the occasion arise, pursuing further studies.

### **5.3 COURSE CONTENTS**

- Language of instruction
- Mathematics

### **5.4 ADMISSION REQUIREMENTS**

16 years of age on the 1st of July of the current year.

### **5.5 ALLOTTED TIME**

The duration of literacy services is 2 400 hours, or less.

## **5.6 ADULT'S RECORD**

The record of an adult enrolled in literacy services must include the essential documents and information (Cf. 1.5.2) and the documents relating to the establishment of his/her learning profile (Cf. 1.5.3).

## **5.7 EVALUATION OF LEARNING**

Learning corresponding to the objectives of the programs of study are evaluated according to the norms and conditions determined by the ministry and the school board.

## **5.8 SPECIAL PROCEDURES**

The school board shall use the Guide to Customized Literacy Training for literacy services.

## **5.9 FEES**

Complementary fees: 20,00\$

Material: none



When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.



## **6.0 PRESECONDARY EDUCATION SERVICES**

### **6.1 DEFINITION**

Pre-secondary education is designed to encourage an adult to improve his/her oral and written comprehension and expression and to acquire knowledge and basic skills in mathematics, so that he/she may proceed to secondary education.

### **6.2 TRAINING OBJECTIVES**

Presecondary education services are designed to encourage an adult to increase his/her knowledge and skills and written

comprehension and expression in the language of instruction, as well as in mathematics, and to acquire a basic knowledge of the second language and of other subject areas that he may choose from among the optional subjects, so that he may go on to secondary education or to other learning services, as the case may be.

### **6.3 COMPULSORY PROGRAM CONTENTS**

- Language of instruction
- Mathematics

### **6.4 ADMISSION REQUIREMENTS**

An adult must be planning on obtaining a Secondary School Diploma or a form of official certification in vocational education, or wanting to obtain the prerequisites for postsecondary education.

## 6.5 ALLOTTED TIME

The allotted time for an adult enrolled in a presecondary program of study is generally 900 hours, or less.

## 6.6 ADULT'S RECORD

The record of an adult enrolled in a presecondary program of study must include the essential documents and information (Cf. 1.5.2) and the documents relating to the establishment of his/her learning profile. (Cf. 1.5.3)

## 6.7 EVALUATION OF LEARNING

When the student reaches the objectives determined in the programs of study, an evaluation is made according to the norms and conditions that are fixed by the Ministry of Education and the school board regulations.

## 6.8 SPECIAL ADMISSION REQUIREMENTS

None.

## 6.9 FEES

Complementary fees: 20,00\$  
Material: 5,00\$ for photocopied documents  
8,00\$ for original documents



When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.



## **7.0 SECONDARY CYCLE ONE EDUCATION SERVICES (secondary one, two and three)**

### **7.1 DEFINITION**

Enable the adult to pursue the development of his/her abilities in view of having access to secondary cycle one programs.

### **7.2 TRAINING OBJECTIVES**

Secondary Cycle One education services are designed to enable an adult to continue developing his/her knowledge and his/her oral and written communication skills in the language of instruction in the second language, in mathematics, and in other subject areas that he may go on to Secondary Cycle Two or to further studies, as the case may be.

### **7.3 COMPULSORY COURSE CONTENTS**

- Language of instruction
- Second language
- Mathematics

### **7.4 ADMISSION REQUIREMENTS**

An adult must have reached the Secondary Cycle One level for the desired course.

## **7.5 ALLOTTED TIME**

The allotted time for an adult enrolled in the Secondary Cycle One program is generally 1 500 hours, or less.

## **7.6 ADULT'S RECORD**

The record of an adult enrolled in a Secondary Cycle One program of study must include the essential documents and information (Cf. 1.5.2) and the documents relating to the establishment of his/her learning profile (Cf. 1.5.3)

## **7.7 EVALUATION OF LEARNING**

When the student attains the objectives determined in the programs of study, an evaluation is made according to the norms and conditions that are fixed by the Ministry of Education and the school board regulations.

## **7.8 SPECIAL ADMISSION REQUIREMENTS**

None.

## **7.9 FEES**

Complementary fees: 20,00\$  
Material: 5,00\$ for photocopied documents  
8,00\$ for original documents



When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.

## **7.10 EXCEPTION**

For humanitarian reasons or to avoid serious prejudice to an adult or to a group of adults, the Ministry may authorize an exception to a provision of this Regulation upon receipt of a request by an adult or by his/her parents if he is a minor, or by the school board. The request shall include the reasons for which it is being made.

## **8.0 SECONDARY CYCLE TWO EDUCATION SERVICES (secondary four and five)**

### **8.1 DEFINITION**

Enable the adult to master the program objectives and to accumulate credits that are required for the obtention of a secondary studies diploma.

### **8.2 TRAINING OBJECTIVES**

Secondary Cycle Two education services are designed to improve an adult's basic education by developing his/her oral and written communication skills in the language of instruction and, in the second language and in other subject areas that he may choose from among the optional subjects, so that he may obtain a Secondary Studies Diploma or go on to vocational education or postsecondary studies.

### **8.3 SPECIAL PROCEDURES**

At least one-third of the annual course load of an adult enrolled full-time in Secondary Cycle Two must consist of compulsory language of instruction courses, until the adult has obtained the 12 compulsory credits in language of instruction.

### **8.4 ADMISSION REQUIREMENTS**

An adult must have reached the Secondary Cycle Two level for the desired course.

### **8.5 ALLOTTED TIME**

The allotted time for an adult enrolled in the Secondary Cycle Two program is 1400 hours, or less.

## **8.6 ADULT'S RECORD**

The record of an adult enrolled in a Secondary Cycle Two program must include the essential documents and information (Cf. 1.5.2) and the documents relating to the establishment of his/her learning profile (Cf. 1.5.3).

## **8.7 EVALUATION OF LEARNING**

When the student reaches the objectives determined in the programs of study, an evaluation is made according to the norms and conditions that are fixed by the Ministry of Education and the school board regulations.

## **8.8 SPECIAL PROCEDURES**

Intend on obtaining the pre-requisites for vocational education (9.1.4) or post secondary studies (10.4).

## **8.9 FEES**

Complementary fees: 20,00\$

Material: 5,00\$ for photocopied documents

8,00\$ for original documents

For optional courses, the cost of material will be determined at the beginning of the course.

Courses followed within the context of personal improvement are subject to the same rules as self-financed courses (see 14.4, popular education)



- ☞ When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.

## **9.0 PREPARATION SERVICES FOR VOCATIONAL EDUCATION**

### **9.1 PREPARATION FOR VOCATIONAL EDUCATION**

#### **9.1.1 DEFINITION**

Preparation for Vocational Education is designed to enable an adult to obtain prerequisites for the desired program.

#### **9.1.2 TRAINING OBJECTIVES**

Vocational Education preparation services are designed to enable an adult to obtain the prerequisites for admission to the desired program.

#### **9.1.3 COURSE CONTENT**

The content is defined according to the adult's level of education and is concentrated on three basic subjects: language of instruction, second language and mathematics.

#### **9.1.4 ADMISSION REQUIREMENTS**

An adult must intend on obtaining a form of official certification in Vocational Education or a diploma issued by the Ministry.

### **9.1.5 ALLOTTED TIME**

The allotted time corresponds to the duration of the courses required to obtain the desired prerequisites and the time completed is credited toward the time allotted for Secondary Cycle Two.

### **9.1.6 ADULT'S RECORD**

The record of an adult enrolled in Preparation for Vocational Education must include the essential documents and information (Cf. 1.5.2) and the documents relating to the establishment of his/her learning profile (CF. 1.5.3)

### **9.1.7 EVALUATION OF LEARNING**

When the student reaches the objectives determined by the program of study, an evaluation is made according to the norms and conditions fixed by the Ministry of Education and the Regulations of the school board mandated in this sector of education.

### **9.1.8 FEES**

Complementary fees: 20,00\$

The registration fees are determined at the beginning of the course.

☞ When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.

## **9.2 D.E.P. - A.S.P. (S.S.V.D. - A.V.S.)**

### **9.2.1 ADMISSION REQUIREMENTS**

The adult must have the pre-requisites for vocational education, or pass the secondary school equivalency tests or the general development test. The Commission Scolaire du Littoral registers the adult and provides personal aid services to the adult who applies for vocational education. (See "Demande d'admission en formation professionnelle" form in Annex 8).

## **9.3 CUSTOMIZED AND MADE TO MEASURE TRAINING**

### **9.3.1 DEFINITION**

Vocational education organized according to demand which answer the specific needs of certain adults or enterprises.

### **9.3.2 TRAINING OBJECTIVES**

Answering a specific need of the job market.

### **9.3.3 COURSE LIST**

- Health and Safety on Construction Sites
- Chartwork and Pilotage
- Marine Emergency Duties
- Radiotelephone
- Navigating Instruments
- Navigation Safety
- General Seamanship
- Computer
- Blueprint reading
- Etc.

### **9.3.4 SPECIAL ADMISSION REQUIREMENTS**

Be at least 16 years of age, on or before the 30<sup>th</sup> of June and not be registered in the youth sector. (Article 1, 14 - Bill 107).

### **9.3.5 ALLOTTED TIME**

The allotted time for an adult enrolled is 24 hours, or less, a week. However, in certain programs of studies an adult may, in exceptional cases, be called upon to participate in activities exceeding this maximum.

### **9.3.6 ADULT'S RECORD**

The record of an adult enrolled in customized and made to measure training must include the essential documents and information (Cf. 1.5.2) and the documents relating to the establishment of his/her learning profile (CF. 1.5.3)

The record of an adult enrolled in customized and made to measure training through a request from an enterprise must include the registration form only.

However, the record of an adult interested in receiving recognition must include the essential documents and information (Cf. 1.5.2) and the documents relating to the establishment of his/her learning profile (CF. 1.5.3)

### **9.3.7 EVALUATION OF LEARNING**

When the student reaches the objectives determined by the program of study an evaluation is made according to the norms and conditions fixed by the Ministry of Education and the Regulations of the school board mandated in this sector of education.

### **9.3.8 FEES**

The registration fees will be determined at the beginning of the course.

There are no registration fees for customized and made to measure training following a request of training from an enterprise.

☞ When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.

## **9.4 GENERAL DEVELOPMENT TEST**

### **9.4.1 DEFINITION**

The General Development Test allows for the evaluation of functional pre-requisites for the purpose of admitting an adult in a specific vocational program.

### **9.4.2 ADMISSION REQUIREMENTS**

For the 1997-1998 school year, any person who has attained the age of 18 as of July 1st, 1997 is eligible to take the general development test, if the school board judges that he/she is capable of writing the test. The school board can confirm if the candidate has already taken the test by consulting his/her "Global Dossier" provided by the SAGE system.

The school board must confirm the identity of the candidates having access to the test. In order to simplify the procedure, the candidates must provide an autographed photograph at the time of registration. He/she must also provide proof of identification.

## **9.5 EVALUATION**

When the student reaches the objectives determined by the program of study an evaluation is made according to the norms and conditions fixed by the Ministry of Education and the Regulations of the school board mandated in this sector of education.





## **10.0 PREPARATION FOR POSTSECONDARY EDUCATION**

### **10.1 DEFINITION**

This is designed to enable an adult to obtain prerequisites for the postsecondary studies that he intends to pursue.

### **10.2 TRAINING OBJECTIVES**

Postsecondary education preparation services are designed to enable an adult to obtain the prerequisites for college or university studies he intends to pursue.

### **10.3 COMPULSORY COURSE CONTENT**

The school board first designates the course or courses required to obtain the necessary pre-requisites. The pedagogical counsellor and the sector animator responsible for the students' profile supports the adult clientele in their specific orientations.

### **10.4 ADMISSION REQUIREMENTS**

An adult must intend to take college or university courses that require one or more pre-requisite courses.

### **10.5 ALLOTTED TIME**

The allotted time corresponds to the duration of the courses required to obtain the desired pre-requisites and the time completed is credited toward the time allotted for Secondary Cycle Two, which is 1400 hours.

## 10.6 ADULT'S RECORD

The record of an adult enrolled in Postsecondary Education must include the essential documents and information (Cf. 1.5.2) and the documents relating to the establishment of his/her learning

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## **10.7 EVALUATION OF LEARNING**

When the student reaches the objectives determined by the program of study, an evaluation is made according to the norms and conditions fixed by the Ministry of Education and the Regulations of the school board mandated in this sector of education.

## **10.8 ADMISSION CONDITIONS FOR COLLEGIAL STUDIES**

Adults who obtained their Secondary School Diploma (SSD) and/or their Secondary School Vocational Diploma (SSVD) after the 31<sup>st</sup> of May 1997, must, in order to be admissible to college, have also completed their Secondary 4 history and physical sciences; their Secondary 5 mother tongue and second language; their Secondary 5 mathematics or a Secondary 4 mathematic course approved by the Minister whose objectives presents a comparable level of difficulty.

## 10.9 FEES

Complementary fees: 20,00\$  
Material: 5,00\$ for photocopied documents  
8,00\$ for original documents

☞ When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.

The cost for optional courses is determined at the beginning of the course.

## **11.0 ASSISTANCE SERVICES FOR THE AUTODIDACT (SELF-TAUGHT)**

### **11.1 DEFINITION:**

La commission scolaire offers training assistance services for the autodidact (self-taught). This service will help the adult student master the program objectives and to accumulate the required credits towards a Secondary School Diploma and to allow the adult student to complete the pre-requisites that are required to meet the admission conditions of certain vocational education programs.

### **11.2 TRAINING OBJECTIVES:**

The training assistance service for the autodidact (self-taught) is designed to allow the adult student to complete his/her basic education by mastering the skills of oral and written communication in the language of instruction, in the second language and in certain optional courses in order to give him/her access to a secondary school diploma, vocational education or to post secondary education.

### **11.3 COMPULSORY COURSE CONTENT**

Adults registered in assistance services for the autodidact (self-taught), complete their training at home. Nevertheless, they have to show up at the Training Centre at least one(1) hour per week.

### **11.4 STUDENT FILE**

The file of the adult registered in assistance services for the autodidact (self-taught) includes all essential documents (Cf. 1.5.2) as well as documents relating to the organization of his/her learning profile (Cf. 1.5.3.)

### **11.5 EVALUATION OF LEARNING**

The achievement of the objectives that are determined in the study programs are subject to an evaluation carried out according to the norms and conditions established by the ministry of Education and the school board regulations. The adult student must visit the Training Centre or contact the school organization technician to determine a date for the evaluation.

## **11.6 FEES**

Fees required for adult learning activities are described in point 19.0



When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full.

If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.

## **12.0 FRANCISIZATION SERVICES**

### **12.1 DEFINITION**

Enable the adult to develop basic skills in French, mother tongue or second language.

### **12.2 TRAINING OBJECTIVES**

The objective of francisization services is to enable the adult student whose mother tongue is not French, to develop basic skills in oral and written French.

### **12.3 COURSE CONTENT**

The content is defined according to the result obtained on a placement test. This content has to address the development of basic skills.

### **12.4 ADMISSION REQUIREMENTS**

- Mother tongue must be other than French.
- Pass a placement test

### **12.5 ALLOTTED TIME**

The time allotted for this service is 1400 hours.

## **12.6 ADULT'S RECORD**

The file of the adult registered in francization services must include the essential documents (Cf. 1.5.2) as well as the documents relative to the elaboration of his/her learning profile.

## **12.7 EVALUATION OF LEARNING**

According to the norms of the Ministry of Education and the rules of evaluation adopted by the school board.

## **12.8 FEES**

Complementary fees: 20,00\$  
Material: 5,00\$ for photocopied documents  
8,00\$ for original documents

☞ When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.



## **13.0 REGISTERING ADULTS IN THE YOUTH SECTOR**

### **13.1 DEFINITION**

An adult wanting to complete his/her secondary studies as fast as possible, has the opportunity to choose full time training in the youth sector. This training will fall under the basic school regulations for this sector.

### **13.2 TRAINING OBJECTIVES**

Complete the necessary courses to obtain a secondary studies diploma.

### **13.3 NORMS CONCERNING AGE**

An adult 19 years of age or more may complete his/her secondary studies under the basic regulations for the youth sector and still be financed by the adult sector.

However, a student between 16 and 18 years of age, not registered in the youth sector, may pursue his/her studies part time in the two sectors. In this case, each application will be analyzed individually by educational services of the school board.

#### **13.4 ADMISSION REQUIREMENTS**

- Age criteria
- Analysis of dossier by the guidance counsellor
- Acceptance by the school direction.

### **13.5 ALLOTTED TIME**

The duration of training for an adult registered at one and the same time as an adult and a youth in general training is a maximum of 900 hours per year.

### **13.6 ADULT'S RECORD**

The record of an adult enrolled in the Youth Sector must include the essential documents and information (Cf. 1.5.2) and the documents relating to the establishment of his/her learning profile (CF. 1.5.3)

### **13.7 EVALUATION OF LEARNING**

When the student reaches the objectives determined by the program of study an evaluation is made according to the norms and conditions fixed by the Ministry of Education and the Regulations of the school board mandated in this sector of education.

### **13.8 SPECIAL ADMISSION REQUIREMENTS**

An adult registered in the youth sector must respect the regulations and codes of the school he/she is attending (conduct, attendance, etc.). Recognition of prior learning is sanctioned by the basic school regulations for youth.

An adult cannot be registered in the youth sector during the year that he/she is requesting admission to the adult sector.

### **13.9**

### **FEES**

Complementary fees: 20,00\$  
Fees for material is determined by the school.

## **14.0 POPULAR EDUCATION SERVICES**

### **14.1 DEFINITION**

The school board offers popular education services. Popular education services are related to the intellectual, social and cultural development of an adult or a group of adults and to the carrying out of community projects.

### **14.2 PROCEDURES**

The person or organization requesting the service must present a project to the councillor or animator of the sector. The form is available in annex 6.

### **14.3 EXAMPLES OF PROGRAMS**

- Sewing
- Nutrition/Cooking
- Crafts
- Blueprint reading
- Introduction to painting
- Starting a business
- Leather working
- Fishing guide
- Voluntary fireman
- Dance
- Etc.

## 14.4 FINANCING

Course and material fees are entirely absorbed by the adults registered in the course.

- ☞ When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.

## **15.0    *NORMS AND EVALUATION OF LEARNING***

### **15.1    METHODS OF EVALUATION**

Learning corresponding to the objectives of the programs of study are evaluated according to the norms and conditions that are determined by the Ministry of Education and the Regulations of the school board concerned.

### **15.2    TRANSMISSION OF RESULTS**

The school board shall transmit the results of summative evaluation according to the procedures described in the "Guide de gestion de la sanction des acquis" and according to the pass/fail standards for each examination.

## **16.0 RECOGNITION OF PRIOR LEARNING**

### **16.1 RULES FOR THE CERTIFICATION OF PRIOR LEARNING**

#### **16.1.1 GRANTING OF CREDITS**

An adult's prior learning shall be certified by the Ministry of Education by means of examinations prepared by the Ministry or the school board, or by granting equivalences or an exemption from courses. That prior learning is represented by alphanumeric codes with corresponding credits.

#### **16.1.2 EQUIVALENCES FROM THE YOUTH SECTOR**

The school board shall enter in an adult's record credits toward a Secondary School Diploma that correspond to prior learning previously recognized by a competent authority in Quebec or elsewhere.

Equivalence must be granted in accordance with the rules and lists in the "Guide de gestion de la sanction des acquis" and in the "Cahier d'attribution des équivalences".

Credits earned by equivalences may be applied toward certification of prior learning for Secondary III, IV and V and toward a Secondary School Diploma.

### **16.1.3 EQUIVALENCES FROM THE ADULT SECTOR**

Certain courses completed in the adult sector can lead to the attribution of equivalences in the youth sector. The "Guide de gestion de la sanction des études secondaires" specifies which ones. This service is useful when an adult is only missing a few credits for his/her SSD in the youth sector.

### **16.1.4 SECONDARY SCHOOL EQUIVALENCY TESTS (SSET)**

#### **16.1.4.1 DEFINITION**

The secondary school equivalency tests are available to adults who did not complete their secondary school education, but who have nonetheless acquired equivalent knowledge.

#### **16.1.4.2 ADULT'S RECORD**

The record of an adult who takes the equivalency tests must include the essential documents and information (Cf. 1.5.2) and the documents relating to the establishment of his/her learning profile. (CF. 1.5.3)

#### **16.1.4.3 REGISTRATION FEES**

The registration fee is 10 dollars per exam per group. A group consists of a minimum of two(2) adults.



In cases of individual evaluation through the course of the year, the registration fee is 25 dollars per exam.

In the case of a rewrite, the same rates apply.

#### **16.1.4.4 RULES FOR ADMINISTERING THE TESTS**

The secondary school equivalency tests as well as the rewrite must be done within a maximum period of six months.

The tests must be administered under supervision. Educational services designates a person responsible who will also do the corrections.

The right to rewrite an exam is given to anyone who does not meet the conditions of deliverance of an attestation. An adult must request a rewrite when he/she has demonstrated, in a satisfactory manner, that he/she has acquired the necessary knowledge.

An adult who fails a rewrite of a compulsory test must wait one year before rewriting again. The same goes for an adult who fails the rewrite of three optional tests (French Sector) or two optional tests (English Sector).

After a failure of a rewrite of a compulsory test in one linguistic sector, it is not permitted to begin the same process in another linguistic sector before a period of one year has elapsed. (see annexe 20)

## **16.2 FEES**

The fee for attributing credits and equivalences of prior learning obtained outside of Canada is 105 dollars. A money order or certified cheque must be forwarded to the person responsible for recognition of prior learning at the school board. (Cf. 22.3)

## **17.0 RULES FOR THE DELIVERANCE OF A SECONDARY SCHOOL DIPLOMA (SSD)**

The application of the new regime is suspended and replaced by the transitional regime.

### **PRESENT REGULATION (Transitional system):**

An adult must obtain 54 credits in Secondary IV and V, distributed as follows:

- 12 credits in language of instruction, at least 6 of which must be in Secondary V;
- 6 credits in English as a Second language, in Secondary IV or V for the french sector;
- 6 credits in French as a second language; in secondary V for the English sector;
- 36 credits in optional subjects, provided that the course content is not identical; at least 18 of these credits must be in Secondary V and the others in Secondary IV; vocational education courses in programs developed for both the youth and adult sectors are considered to be Secondary V courses.

For those adults who wish to pursue their college studies, the new general admission conditions have been in effect since the fall of 1997. (See 10.8 admission conditions for collegial studies)



## 18.0 FEES REQUIRED FOR ADULT LEARNING ACTIVITIES

### 18.1 GENERAL ACCESS FEES

Complementary fees are 20 dollars per session for all adults who register in training activities in the adult sector. **These fees cover the opening of a file and are not reimbursable.**

### 18.2 REGISTRATION FEES

Registration fees for every adult holding a secondary school diploma is one dollar per hour of training for each course in which the adult is registered, except for students registered in a program of prerequisites for vocational education.

An adult registered in a vocational education course under the "recyclage et perfectionnement" (recycling and upgrading) program, has to pay one dollar per hour of training.

☞ N.B.: The complementary fees, as well as the registration fees to the courses mentioned above, are payable at the moment of registering. When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the course has started.

### **18.3 FEES FOR TEXTBOOKS AND INSTRUCTIONAL MATERIAL**

5,00\$ for photocopied documents  
8,00\$ for original books

For optional courses, the fees are determined at the beginning of the course.

### **18.4 EXAM SUPERVISION**

The exam supervision fee for an adult who already holds a secondary school diploma is 40 dollars per exam.

The exam supervision fee for an adult who does not have his/her secondary school diploma is 20 dollars per exam.

### **18.5 GRANTING OF CREDITS AND EQUIVALENCES**

The fee for the granting of credits or credits earned by equivalences that are obtained outside of Canada is 105 dollars. A money order or a certified cheque must be delivered to the person responsible for certification of prior learning at the school board . (Cf. 19.3)

### 18.6 AGREEMENT WITH THE C.T.Q.

Adults that fall under the remedial education program (Centre Travail Quebec) do not pay any complementary or material fees. These fees are billed directly to the C.T.Q., if the adult signs the form attesting his/her registration in the course(s).

<b>COSTS INCURRED AT EDUCATIONAL SERVICES GENERAL EDUCATION</b>	
➤ General access to complementary services	20,00\$ per session
Reproduction of: ➤ student evaluation report	50,00\$ per report
➤ Cost relative to school manuals and didactical material	According to cost *
Cost relative to: ➤ secondary equivalency tests	10,00 per test (max. 70,00\$)

<p>(TENS)</p> <ul style="list-style-type: none"><li>➤ general development test</li></ul> <p>(TDG)</p> <ul style="list-style-type: none"><li>➤ placement tests (french, English, mathematics)</li></ul>	<p>20,00\$</p> <p>20,00\$</p>
<p>* See list of costs in annex</p>	

## **19.0 ATTENDANCE**

### **19.1 ATTENDANCE LIST**

The weekly report form must be completed by the teacher and sent to the office in Chevery at the end of each week. The number of hours absent for each adult must be indicated in the appropriate area. The technician will advise sector animators of problematic cases which may entail administrative follow-up.

### **19.2 ADULT ABSENTEEISM**

The tolerated rate of absenteeism is 10% of the total number of hours for the course.

Letters constituting first and second notices will be forwarded by the teacher to the adult concerned (Cf. Annex 15)

### **19.3 REASON FOR ABSENCE**

The teacher is responsible for collecting the absences and the reasons for absence and for completing the notice of departure (Cf. Annex 16). This information must be indicated on the weekly report.

### **19.4 PARTNER ORGANIZATIONS**

When the school board becomes a partner with other organizations, the tolerated rate of absences is determined by agreement between the parties, and as a result, is non-negotiable.



## **20.0 ADMINISTRATION FORMS**

### **20.1 STUDENT LOG BOOK**

The student log book is a tool to be used by the animator or the pedagogical councillor during information meetings with the adult student. The original copy must be sent to the school organization technician where it will be kept in the adult's file (Annex 4).

### **20.2 REQUEST FOR COURSE AUTHORIZATION**

Before starting a course, the councillor or animator of the sector must complete a form requesting authorization of a course. He/she must forward this form to the administrative centre in Sept-Iles in order to analyze the costs. (See Annex 5)

### **20.3 AUTO FINANCED COURSES**

To answer a request for a auto financed course, the councillor or animator of the sector must complete a form for this purpose. This form must be sent to the administrative centre in Sept-Iles. The course will be authorized after analysis of the costs. (See Annex 6)

### **20.4 LEARNING PROFILE**

The learning profile is completed by the school organization technician and sent to the adult for signature they must then return the first copy to the office in Chevery and give the 2<sup>nd</sup> copy to the animator. (see annex 2)

## **20.5 REGISTRATION**

An adult who registers must complete and sign a pre-registration form; it is then sent to the school organization technician in Chevery.

At the beginning of the course, the original registration form is sent to the teacher for signature. The forms must be returned to the school organization technician in Chevery as soon as they are signed. (See Annex 8)

## **20.6 WEEKLY REPORT**

The weekly reports (attendance/adult's absences) are sent, at the end of each week, to the school organization technician in Chevery. (See Annex 9)

## **20.7 WEEKLY TIMETABLE**

The working hours are sent in the following manner:

White copy; Educational Services (Adults), C.P. 787, 789, rue Beaulieu, Sept-Iles, Québec, G4R 1P8.

Green copy: School organization technician, Chevery, Québec, G0G 1G0

Pink copy: employee's copy (See Annex 10)

## **20.8 TEACHER'S SCHEDULE**

This form must be completed and sent to the school organization technician after the first week of courses (See Annex 11)

## **20.9 "FICHE DE CHEMINEMENT "**

These forms are sent after the second week of courses. Adults have to sign them and return them to the teacher who, in turn, returns them to the school organization technician in Chevery. (See Annex 12)

## **20.10 "FICHE DE SUIVI"**

After reception of the teacher's schedule this form is sent to the teachers. They must be signed by the adult and sent to the school organization technician when the course in question is over. The exam must be annexed to this form. (See Annex 13)

## **20.11 EXTENSION OF COURSE**

This form must be completed when a student goes over the number of hours for the course in which he/she is registered, and sent to Chevery. (See Annex 14)

## **20.12 SUPERVISION OF ABSENCES: LETTERS**

When a student reaches the 5% level of absences in a given course, the school organization technician sends a first letter to advise him/her of the situation. If the student reaches the 10% level of absences, the school organization technician send, him/her a second letter, advising him /her that he/she has reached the maximum level of tolerated absences and that he/she must leave the course for the remainder of the session (See Annex 15)

### **20.13 NOTICE OF DEPARTURE FORM**

When a student plans on withdrawing from a course, the teacher must have him/her complete a notice of departure, which he forwards to the school organization technician (See Annex 16).

**21.0 USEFUL ADDRESSES**

**21.1 ADMINISTRATION**

<p><b>SERVICES ÉDUCATIFS À LA CLIENTELE ADULTE COMMISSION SCOLAIRE DU LITTORAL 789, BEAULIEU SEPT-ILES, QUÉBEC G4R 1P8 TELEPHONE: (418) 962-5558 FAX: (418) 962-2942</b></p>	<p><b>SERVICES ÉDUCATIFS À LA CLIENTELE ADULTE COMMISSION SCOLAIRE DU LITTORAL SUCCURSALE CHEVERY CHEVERY, QUÉBEC G0G 1G0 TELEPHONE: (418) 787-2251 / 800-463-9078 FAX: (418) 787-2348</b></p>
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**21.2 CENTER DIRECTOR**

<p>NATHALIE MATHIEU</p>	<p>COMMISSION SCOLAIRE DU LITTORAL 789, BEAULIEU SEPT-ILES, QUÉBEC G4R 1P8 TELEPHONE: (418) 962-5558 FAX: (418) 962-2942</p>
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**21.2 ANIMATORS**

<p>1. WESTERN SECTOR SERVING:  SECTOR ANIMATORS A) LOREN ROBERTS B) DAVID ROBERTS</p>	<p>A) PORT-MENIER, LA ROMAINE, TETE-À-LA-BALEINE B) KÉGASKA, CHEVERY, HARRINGTON HARBOUR, AYLMEYER SOUND  SERVICES ÉDUCATIFS À LA CLIENTELE ADULTE COMMISSION SCOLAIRE DU LITTORAL SUCCURSALE CHEVERY CHEVERY, QUÉBEC TELEPHONE: (418) 787-2251 / 800-463-9078 FAX: (418) 787-2348</p>
<p>2. CENTRAL SECTOR SERVING: LA TABATIÈRE, MUTTON BAY  SECTOR ANIMATOR FAY COLLIER</p>	<p>SERVICES ÉDUCATIFS À LA CLIENTELE ADULTE LA TABATIÈRE G0G 1T0 TELEPHONE: (418) 773-2569 FAX: (418) 773-2255</p>
<p>3. CENTRAL SECTOR SERVING: ST-AUGUSTIN  SECTOR ANIMATOR KELLY MAURICE</p>	<p>SERVICES ÉDUCATIFS À LA CLIENTELE ADULTE RIVIÈRE ST-AUGUSTIN G0G 2R0 TELEPHONE: (418) 947-2714 FAX: (418) 947-2389</p>
<p>4. EASTERN SECTOR SERVING:  SECTOR ANIMATOR KELLY MAURICE</p>	<p>OLD FORT BAY, ST-PAUL, MIDDLE BAY, BRADORE, LOURDES-DE-BLANC-SABLON, BLANC-SABLON  SERVICES ÉDUCATIFS À LA CLIENTELE ADULTE CENTRE ST-BERNARD LOURDES BLANC SABLON G0G 1W0 TÉLÉPHONE: (418) 461-2745 FAX: (418) 461-2748</p>

## **21.4 SHARING OF DOSSIERS**

Person responsible for the recognition and evaluation of prior learning General and vocational education, adult sector

- Loren Roberts: 1-800-463-9078 or 787-2251.

## **21.5 COMPLEMENTARY SERVICES**

Guidance counsellor

- Ghislaine Nadeau-Monger: 1-800-463-9078 or 787-2251

## **22.0 RENTAL OF CLASSROOMS AT ST-BERNARD CENTER**

### **22.1 Short term rent**

The cost of renting a classroom is fixed at a minimum of 50,00\$ for a duration of 12 hours or less.

The cost of rent is fixed at 4,00\$ per hour when the duration is 13 hours or more.

### **22.2 Long term rent**

When the duration of renting a classroom is 500 hours or more, the cost will be fixed after agreement with the organisation concerned.

## ANNEX 1

**ADULT STATUS**



**Article 1**

The present regulation governs educational services offered to adults in general education, in other words anyone who is not compelled to attend school and who is registered in an adult education center.

**Adult status**

- . In adult education, adult status is given to anyone who is 16 years old on June 30 preceding his / her admission.

**Accessibility**

- . Anyone 16 years old or more with proof of Quebec residency has access to educational services. Contrary to the youth sector, no derogation can be granted with respect to accessibility in the adult sector.

**Admission and registration**

- . Admission and registration is done according to the norms prescribed in chapter III of the school regulations.
-

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Document of information from articles of *Régime pédagogique applicable aux services éducatifs pour les adultes en formation générale.*

## ANNEX 2

### LEARNING PROFILE



## ANNEX 3

### LIST OF OPTIONAL COURSES

**LIST OF OPTIONAL COURSES AVAILABLE --  
SECONDARY 1 TO V**

SIGLA	PROGRAMME	UNITS
<b>SECONDARY 2</b>		
CMP-2001-1	INTRODUCTION TO THE MICROCOMPUTER AND ITS PERIPHERALS	1
<b>SECONDARY 4</b>		
PHA-4032-2	PHYSICAL EDUCATION	2
PHA-4033-1	PHYSICAL EDUCATION	1
PHA-4034-1	PHYSICAL EDUCATION	1
BLG-4032-1	ECOLOGY	1
BLG-4033-1	ECOLOGY	1
BLG-4007-1	NUTRITION	1
BLG-4008-1	NUTRITION	1
BLG-4009-1	NUTRITION	1
BLG-4015-1	ORGANIC GARDENING	1
BLG-4016-1	ORGANIC GARDENING	1
BLG-4017-1	ORGANIC GARDENING	1
BLG-4018-1	ORGANIC GARDENING	1
BLG-4019-1	ORGANIC GARDENING	1
BLG-4023-1	HUMAN SKELETAL AND MUSCULAR SYSTEM	1
BLG-4024-1	HUMAN SKELETAL AND MUSCULAR SYSTEM	1
BLG-4031-1	TISSUES	1
CHI-4009-3	CHEMISTRY	3
HST-4012-2	DIVISION OF LABOUR AND WORKER'S ORGANIZATION	2
HST-4016-2	FROM THE FIRST NATIONS TO UNION OF UPPER & LOWER CANADA	2
HST-4017-2	FROM CONFEDERATION TO THE PRESENT TIME	2
MTH-4058-1	MATH: FACTORISATION	1
MTH-4059-1	MATH: THE FOUR OPERATIONS ON ALGEBRAIC FRACTIONS	1
MTH-4060-1	MATH: STRAIGHT LINES 2	1

SIGLA	PROGRAMME	UNITS
MAT-4061-2	MATH: LOGIC, SET THEORY AND RELATIONS	2
MTH-4065-2	MATH: STRAIGHT LINES 1	2
MTH-4066-1	MATH: GEOMETRY 3	1
MTH-4067-2	MATH: EQUATIONS AND INEQUALITIES 2	2
MTH-4068-1	MATH: TRIGONOMETRY 1	1
PSC-4010-2	PHYSICAL SCIENCE: NUCLEAR TECHNOLOGY	2
PSC-4011-2	PHYSICAL SCIENCE: ELECTRICITY	2
PSC-4012-2	PHYSICAL SCIENCE: IONIC PHENOMENA	2
<b>SECONDARY 5</b>		
BLG-5021-1	HUMAN RESPIRATORY SYSTEM	1
BLG-5022-1	HUMAN RESPIRATORY SYSTEM	1
BLG-5024-1	HUMAN REPRODUCTIVE SYSTEM	1
BLG-5025-1	HUMAN REPRODUCTIVE SYSTEM	1
BLG-5026-1	THE CELL 1	1
BLG-5027-1	THE CELL II	1
BLG-5028-1	THE CELL III	1
BLG-5029-1	THE CELL IV	1
BLG-5030-1	THE CELL V	1
BLG-5031-1	HUMAN ENVIRONMENT	1
BLG-5035-1	HEREDITY	1
BLG-5036-1	HEREDITY	1
BLG-5037-1	HEREDITY	1
BLG-5046-1	CHEMICAL MESSENGERS OF THE HUMAN BODY	1
CHE-5023-3	CHEMISTRY	3
CHE-5024-3	CHEMISTRY	3
CHE-5025-3	CHEMISTRY	3
ECM-5019-3	IS IT EASY TO MAKE YOUR MONEY GROW?	3
ECM-5020-3	INTRODUCTION TO ECONOMIC LIFE	3

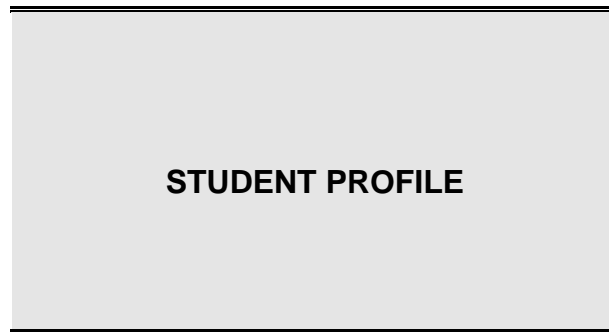
SIGLA	PROGRAMME	UNITS
ECM-5021-1	A SOCIETY HAS TO ORGANIZE	1
ECM-5022-2	THE BUSINESS WORLD AND HOW IT WORKS	2
GGR-5023-3	PEOPLE AND THEIR ENVIRONMENT	3
GGR-5024-3	STUDY OF THE POPULATION OF QUEBEC AND CANADA	3
HST-5037-2	TECHNOLOGY AND WAY OF LIFE	2
CMP-5055-3	EXPLORING MICRO COMPUTING APPLICATIONS	3
CMP-5056-1	WORD PROCESSING 1	1
CMP-5057-1	WORD PROCESSING 2	1
CMP-5058-1	SPREADSHEETS I	1
CMP-5059-1	SPREADSHEETS II	1
CMP-5060-1	CONSULTING DATABASE	1
CMP-5061-2	CREATING DATABASES	2
CMP-5062-2	COMPUTER GRAPHICS	2
CMP-5063-2	COMPUTER PROGRAMMING	2
CMP-5064-2	USING A NEW MICRO COMPUTING APPLICATION	2
CMP-5065-2	ADVANCED MICRO COMPUTING APPLICATIONS	2
CMP-5066-2	INTEGRATING DIFFERENT MICRO COMPUTING APPLICATIONS	2
GMA-251	MATHEMATICS	3
GMA-252	MATHEMATICS	3
GMA-253	MATHEMATICS	3
GMA-254	MATHEMATICS	3
GMA-255	MATHEMATICS	3
MTH-5083-1	MATH: OPTIMISATION	1
PRS-5042-1	SELF KNOWLEDGE 1	1
PRS-5043-1	COMMUNICATION	1
PRS-5045-1	SELF KNOWLEDGE II	1
PRS-5046-3	PARENT-CHILD RELATIONSHIP	3
PRS-5048-2	BUDGETING AND CONSUMER ISSUES	2
PRS-5049-2	RIGHTS AND RESPONSIBILITIES IN THE WORKPLACE	2



SIGLA	PROGRAMME	UNITS
PRS-5054-2	KEEPING FIT	2
PRS-5067-3	CAREER CHOICES	3
PRS-5069-3	JOB PROSPECTS AND THE LABOUR MARKET	3
PRS-5111-1	AN INTRODUCTION TO INDIVIDUALIZED LEARNING	1
PRS-5111-1	EFFECTIVE STUDY HABITS AND EXAM PREPARATION STRATEGIES	1
PHY-5018-3	PHYSIQUE	3
PHY-5019-3	PHYSIQUE	3
PHY-5020-3	PHYSICS	3
PHY-5021-3	PHYSIQUE	3
SST-5043-3	POLITICAL LIFE	3
SST-5038-3	THE CURRENT STATE OF INTERNATIONAL RELATIONS	3

# ANNEX 4

**STUDENT'S LOG BOOK**



**Questionnaire for  
Reception and Admission Services**

Student: \_\_\_\_\_

Document completed on: \_\_\_\_\_

Completed by: \_\_\_\_\_

**I. USER'S GUIDE**

1. Purpose of document

The document is aimed at establishing a written record of information considered pertinent to the adult student's academic file

2. Target Audience

The questionnaire addresses the animator or the consultant who meets the adult during information sessions. More importantly, it concerns the **ADULT EDUCATION TEACHER**, who within his/her general task, as outlined in article 11-10.02 of the collective agreement, assumes the following responsibilities:

11-10.02    2)    assist the adult student in the preparation of their educational profile with respect to his/her career plans and experience.

3)assist the adult in choosing his/her learning method(s), help the adult determine the amount of time he/she can allot to each program, and provide guidance so that the adult can overcome the difficulties encountered during each stage of his/her learning.

4)follow the adult student in his/her progress and insure a proper learning process.

3. Using the document:

3.1            For the adult student

The learning profile permits the adult to develop an awareness of his/her past experiences and thus helps him/her identify present educational goals.

### 3.2 For the teacher

The information contained in the document will be used by the teacher to prepare an educational plan for the student based on his/her learning style and his/her area of strength or weakness.

### 3.3 For the consultant and the animator

Based on the data contained within the adult student's profile, CSL personnel working in the different Adult Education Centres will be able to develop local/regional action plans or set up courses which respect the main interests of the adult population in each sector.

This document serves many purposes. It aims at providing a form of personalized reception for the adult student. It will help us develop an awareness of the level of satisfaction of our adult clientele vis-à-vis the services that are provided by our Centres. It will also enable us to clearly identify an adult student's motives for terminating his/her studies at one of our Centres. The latter will help us develop statistics which will help us evaluate our services and draw up plans for improving these services.

## 4. Confidentiality

The adult must receive a personal copy of the Learning profile.

The Learning profile becomes a part of the student's **SCHOOL** file and not his/her **PERSONAL** file as defined by the school regulations.

This document must be kept at an Adult Education Centre (Chevery, St-Bernard, St-Augustine-La Tabatière) until the student's departure.

**II- PERSONAL INFORMATION**

Name (at birth) \_\_\_\_\_ First name \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Village: \_\_\_\_\_

Date of birth: \_\_\_\_\_ of \_\_\_\_\_

**III- SCHOOL HISTORY**

1. When did you leave school? Why?

\_\_\_\_\_

—

\_\_\_\_\_

—

\_\_\_\_\_

—

\_\_\_\_\_

—

**IV- WORK AND VOLUNTEER EXPERIENCE**

TASK	ORGANIZATION	YEAR	DURATION

## V- EDUCATIONAL PLAN

1. Is your return to studies a personal choice?

---

2. What are some of the reasons for returning to studies?

- |                                                             |                          |                                         |                          |
|-------------------------------------------------------------|--------------------------|-----------------------------------------|--------------------------|
| Increase my level of<br>scholarly                           | <input type="checkbox"/> | To become self-sufficient               | <input type="checkbox"/> |
| Realize my dream                                            | <input type="checkbox"/> | Know how to read and write<br>correctly | <input type="checkbox"/> |
| To be able to help my<br>children with their school<br>work | <input type="checkbox"/> | Diploma of Secondary Studies            | <input type="checkbox"/> |
| *S.S.V.D or A.V.S.                                          | <input type="checkbox"/> | Maintain my working status              | <input type="checkbox"/> |
|                                                             |                          | Re-entry into the job market            | <input type="checkbox"/> |
| Other<br>specify: _____                                     |                          |                                         | (s),                     |

---

3. Are there any jobs that interest you?

---

\*:

S.S.V.D.: Secondary School Vocational Diploma

A.V.S.: Attestation of Vocational Specialization

**VI WORKING CHARACTERISTICS****Describing your usual habits when in a learning situation.**

1. Do you finish what you start?  
yes  no
2. Do you have difficulty asking for help?  
usually  sometimes  never
3. Do you need support and encouragement in order to continue and progress?  
often  from time to time  never
4. Do you have difficulty respecting a schedule?  
yes  no
5. Would you like help in developing some study skills?  
yes  no
6. Do you like to work alone and at your own pace?  
yes  no
7. Are you usually satisfied with the work you do?  
often  sometimes  rarely
8. I foresee dedicating \_\_\_\_\_ hours/week to work on my studies at home.



9. What is your preferred time for attending classes?

	Morning	Afternoon	Evening
Monday		_____	_____
Tuesday		_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____
Saturday	_____	_____	_____
Sunday		_____	_____

10. I have special interests and talents in the following area(s): (examples: music, woodwork, cooking, painting, fishing, etc.).

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11. This is what I expect of my adult education teacher:

to listen	<input type="checkbox"/>	support (coaching)	<input type="checkbox"/>
to provide feedback on my work and my progress	<input type="checkbox"/>	to teach	<input type="checkbox"/>

Other: \_\_\_\_\_

---

—

## ANNEX 5

**REQUEST FOR COURSE AUTHORIZATION**



**ANNEX 6**

**SELF-FINANCED COURSE FORM**



## PRESENTATION OF PROJECT - SELF FINANCED COURSES

<b>NAME OF RESPONSIBLE:</b> _____ <b>DATE:</b> _____
<b>PLACE:</b> _____
<b>NUMBER OF INTERESTED PERSONS:</b> _____
<b>DURATION OF PROJECT (HOURS)</b> _____ <b>BEGINNING DATE:</b> _____
<b>NAME OF RESOURCE</b> _____
<b>NAME OF PROJECT:</b> _____
<b>DESCRIPTION OF PROJECT:</b> _____ _____ _____ _____

HUMAN RESOURCES:	AMOUNT
MATERIAL RESOURCES	AMOUNT

---

**TOTAL:**

--

---

**Signature of responsible of project  
service**

**Signature of responsible of**

## **ANNEX 7**

<b>TEACHER'S ROLE</b>
-----------------------

## TEACHER'S ROLE ADULT EDUCATION

In conformance with article 11-10.02 of the collective agreement, the teacher shall provide learning and educational activities to students.

Within the scope of these activities, his or her main responsibilities shall be:

- 1) to prepare and present courses within the guidelines of the authorized programs;
- 2) to assist the adult in determining his or her educational profile in relation to his or her career plans and to his or her knowledge;
- 3) to assist the adult in choosing learning methods and in determining the time to be devoted to each program and to point out to him or her the difficulties which must be overcome in order to achieve each stage;
- 4) to follow the adult's progress and to ensure himself or herself of the validity of the student's learning process;
- 5) to supervise and evaluate experimental projects and training periods in the workplace;
- 6) to prepare, administer and correct tests and examinations and to complete the reports inherent to this duty;
- 7) to ensure the "encadrement" necessary for learning activities by collaborating in the following tasks: reception and enrolment of adults, isolation of problems that must be referred to professionals in personal assistance, organization and supervision of socio-cultural activities;
- 8) to monitor the late arrivals and absences of his or her students;
- 9) to participate in meetings related to his or her work;
- 10) to perform other duties which may usually be assigned to teaching personnel.



Chevery, \_\_\_\_\_

Bonjour,

We have received confirmation that you have been hired to teach the following course:

\_\_\_\_\_ : \_\_\_\_\_, \_\_\_\_\_ from  
\_\_\_\_\_  
\_\_\_\_\_.

Enclosed you will find the following documents:

1. Registration Form:
  - A) Please complete section A, the second part of section C and session F with the adults who are registered in the course.  
  
The complementary registration fees are \_\_\_\_\_\$.
  - B) Include a copy of their birth certificate or a copy of the act of birth.
2. Teacher's Weekly Timetable:

Please send the white copy to Sept-Iles, the green copy to Chevery and keep the pink copy..
3. Weekly Report:

Please send this report to Chevery attached to the green copy of the teacher's weekly timetable at the end of each week.
4. Teacher's Identification Form:

Please complete and return the form to signee as soon as possible.

Please inform the students of the policy in effect at the Commission Scolaire du Littoral



concerning absenteeism:

**The student who is registered in a course is compelled to follow the number of hours indicated at the time of his(her) registration. He(she) must inform the teacher of his(her) absences which must be justified by a valid reason. The tolerance level is 10% of the total number of hours foreseen for the course. If the student exceeds the tolerance level, he(she) will be obliged to complete the form "NOTICE OF DEPARTURE" explaining their reason(s) for quitting. He(she) will be eligible to re-register during the next session.**

**For more information, please do not hesitate to contact the undersigned at: 1-800-463-9078 or 787-2251.**

**Louise Joncas-Anderson  
Technicienne à l'organisation scolaire  
Education aux Adultes  
Commission Scolaire du Littoral  
Chevery, Québec  
G0G 1G0**

## ANNEX 8

### REGISTRATION



Commission Scolaire du Littoral  
Services Éducatifs (Adultes)

**FORMULE DE PRÉ-INSCRIPTION / PRÉ-REGISTRATION FORM**

Nom de l'élève à la naissance/Family name		Prénom de l'élève/First name	
Sexe F <input type="checkbox"/> M <input type="checkbox"/>	Date de naissance/ Date of birth A/Y M/M J/D	Code permanent/ Permanent code	Lieu de naissance/Place of birth
Nom de famille et prénom du père/ Father's name and first name		Lieu de naissance/Place of birth	
Nom de famille et Prénom de la Mère/ Mother's name and first name		Lieu de naissance/Place of birth	
Adresse /Address			
Casier postal/Postal Box	Nom de la rue/Street name	Municipalité/Municipality	Code Postal/Postal code
Téléphone résidence/ Telephone-residence	Téléphone travail/ Telephone at work	No. d'assurance sociale/Social Insurance number	
Religion <input type="checkbox"/> Catholique/Catholic <input type="checkbox"/> Protestante/P rotendant <input type="checkbox"/> Autre/Other	Langue/Language <input type="checkbox"/> Français <input type="checkbox"/> English <input type="checkbox"/> Autre/Other	Années de scolarité/Years of scolarity	
Formation désirée/Desired training <input type="checkbox"/> Temps partiel/Part Time <input type="checkbox"/> Temps plein/Full Time	Indiquez votre choix de cours:/Indicate your choice of courses <input type="checkbox"/> Français <input type="checkbox"/> Chimie/Chemistry <input type="checkbox"/> English <input type="checkbox"/> Physique/Physics <input type="checkbox"/> Anglais <input type="checkbox"/> Biologie/Biology <input type="checkbox"/> French <input type="checkbox"/> Géographie/Geography <input type="checkbox"/> Math <input type="checkbox"/> Sciences politiques/Political Sciences <input type="checkbox"/> Informatique/Computer <input type="checkbox"/> Histoire/History <input type="checkbox"/> Développement personnel et social/ Personal and Social Development		
Raison justifiant la demande/Reason for taking course(s)			
Signature de l'élève		Date	

Retourner à/Return to: Services Éducatifs aux Adultes

**IMPORTANT**

Veuillez s'il-vous-plaît inclure une copie de votre certificat de naissance et votre dernier relevé du M.E.Q.

Please include a copy of your birth certificate and a copy of your M.E.Q. statement of marks.



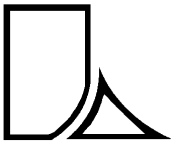


# ANNEX 9

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## WEEKLY REPORT

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# SERVICES ÉDUCATIFS (ADULTES)

Commission Scolaire du Littoral

CHEVERY, Comté Duplessis, Québec, G0G 1G0

Telephone: (418) 787-2251 ou/or 1-800-463-9078

## RAPPORT HEBDOMADAIRE / WEEKLY REPORT

_____ <b>Village</b> <b>Matière / Subject:</b>	_____ <b>Date</b>
------------------------------------------------------	----------------------

NOM/NAME	NIVEAU / LEVEL	ABSENCE CUMULE/ <small>ne rien écrire)</small> ACC. ABSENCE <small>(do not write here)</small>	L / M	M / T	M / W	J / T	V / F	S / S	D / S	MOTIF D'ABSENCE / REASON OF ABSENCE

Il est important d'écrire le motif d'absence/It is important to mention the reason of absence.

PRÉSENCE: ÉCRIRE LE NOMBRE D'HEURES  
 PRÉSENCE: WRITE THE NUMBER OF HOURS  
 ABSENCES: ÉCRIRE ✓  
 ABSENCES: WRITE ✓



Signature

# ANNEX 10

## WEEKLY TIMETABLE



# ANNEX 11

## TEACHER'S TIMETABLE

# TEACHER'S TIMETABLE

NAME OF TEACHER \_\_\_\_\_  
 TITLE OF COURSE \_\_\_\_\_

VILLAGE: \_\_\_\_\_  
 HOURS/DAY: \_\_\_\_\_  
 HOURS/WEEK: \_\_\_\_\_

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00							
9:00							
10:00							
11:00							
12:00							
13:00							
13:30							
14:00							
14:30							
15:00							
15:30							
16:00							
16:30							
17:00							
17:30							
18:00							
18:30							
19:00							
19:30							
20:00							
20:30							
21:00							
21:30							
22:00							
22:30							

23:00

**ANNEX 12****"FICHE DE CHEMINEMENT"**



## ANNEX 13

**"FICHE DE SUIVI"**





## **ANNEX 14**

**NOTICE OF PROLONGATION (FORM)**



**NOTICE OF PROLONGATION**

NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

PERMANENT CODE: \_\_\_\_\_

DATE OF  
BIRTH: \_\_\_\_\_

STUDENT REGISTERED IN: \_\_\_\_\_

SUBJECT	NUMBER OF HOURS	REASON FOR PROLONGATION

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TEACHER'S

DATE  
DATE

**ANNEX 15**

**SUPERVISION OF ABSENTEEISM**



Chevery, \_\_\_\_\_

**FIRST NOTICE**

**SUBJECT: ABSENTEEISM**

Madam, Sir,

According to our files you have not been attending the adult education classes on a regular basis. As of the \_\_\_\_\_, your absence amounts to more than 5% of the time allotted for \_\_\_\_\_.

Our policy on absenteeism is the following:

The student who is registered in a course is compelled to follow the number of hours indicated at the time of his(her) registration. He(she) must inform the teacher of his(her) absences which must be justified by a valid reason. The tolerance level is 10%



of the total number of hours foreseen for the course. If the student exceeds the tolerance level, he(she) will be obliged to complete the form "NOTICE OF DEPARTURE" explaining their reason for quitting. He(she) will be eligible to re-register during the next session.

If you cannot justify your reasons of absence to the teacher, you will soon receive a letter indicating your percentage of absences as well as a form, "NOTICE OF DEPARTURE" which you must sign and return to us.

Yours truly,

Louise Joncas-Anderson  
 Technicienne à l'organisation scolaire  
 Education aux adultes  
 Commission Scolaire du Littoral  
 Chevery, Québec  
 GOG 1G0

Chevery, \_\_\_\_\_

**SECOND NOTICE**

**SUBJECT: ABSENTEEISM**

Madam, Sir,

According to our files you have not been attending the adult education classes on

a regular bases. As of \_\_\_\_\_, your absence amount to more than 10% of the time allotted for the course\_\_\_\_\_.

Therefore, we consider you as having quit your course and you must sign the form "NOTICE OF DEPARTURE" which is included. You will be eligible to re-register during the next session.

Please give the signed "NOTICE OF DEPARTURE" form to the teacher.

Yours truly,

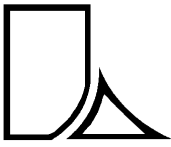
Louise Joncas-Anderson  
Technicienne en organisation scolaire  
Commission Scolaire du Littoral  
Education aux adultes  
Chevery, Québec  
GOG 1G0

C.C.: Adult Education Services

**ANNEX 16**

**NOTICE OF DEPARTURE (FORM)**





**COMMISSION SCOLAIRE DU LITTORAL  
SERVICES ÉDUCATIFS (ADULTES)**

**NOTICE OF DEPARTURE**

NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

PERMANENT CODE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

STUDENT REGISTERED IN: \_\_\_\_\_

REASON OF ABSENCE: \_\_\_\_\_

Return to work: \_\_\_\_\_  
\_\_\_\_\_

Sickness: \_\_\_\_\_  
\_\_\_\_\_

Other (specify):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITHDRAWAL DATE: \_\_\_\_\_

VILLAGE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Responsible of center

\_\_\_\_\_  
Teacher's signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to the following address:

Services Éducatifs (Adultes), Chevery, Québec,  
G0G 1G0

When a course is cancelled by the Commission Scolaire du Littoral, the registration fees collected will be reimbursed in full. If a student cancels his/her registration before the beginning of the course, the fee for opening the file will not be reimbursed. To claim a reimbursement, a written request must be made to the school organization technician at the Chevery office prior to the start of the course. No reimbursement is granted after the

course has started.

## **ANNEX 17**

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### **ADMINISTRATIVE NORMS SELF-FINANCED COURSES**

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**EDUCATIONAL SERVICES (ADULT SECTOR)  
ADMINISTRATIVE NORMS  
AUTOFINANCED COURSES  
2003-2004**

<b>GR-HR / STUDENT</b>	<b>REGISTRATION FEES</b>	<b>TUITION FEES</b>	<b>TOTAL</b>
1 - 25 hours / 8-9 students	20.00 \$	63.00 \$	\$83.00
1 - 25 hours / 10-11 students	20.00 \$	50.00 \$	\$70.00
1 - 25 hours / 12-14 students	20.00 \$	42.00 \$	\$62.00
1 - 25 hours / 15 students	20.00 \$	34.00 \$	\$54.00
26 - 50 hours / 8-9 students	20.00 \$	145.00 \$	\$165.00
26 - 50 hours / 10-11 students	20.00 \$	132.00 \$	\$152.00
26 - 50 hours / 12-14 students	20.00 \$	110.00 \$	\$130.00
26 - 50 hours / 15 students	20.00 \$	88.00 \$	\$108.00
51 - 75 hours / 8-9 students	20.00 \$	247.00 \$	\$267.00
51 - 75 hours / 10-11 students	20.00 \$	198.00 \$	\$218.00
51 - 75 hours / 12-14 students	20.00 \$	165.00 \$	\$185.00
51 - 75 hours / 15 students	20.00 \$	132.00 \$	\$152.00

N.B.: Costs associated with these courses are tax deductible or reimbursable by your employer. The adult student is therefore investing in his / her education. The C.S.L. is a non-profit organization whose only role is to finance the teacher's salary. Tuition fees included the basic material only. These fees can be higher if the material for the course incurs additional costs or if the teacher's transportation expenses have to be absorbed.

\_\_\_\_\_  
Nathalie Mathieu  
Coordonnatrice des Services Éducatifs

\_\_\_\_\_  
Roland Curadeau  
Attaché d'administration

## **ANNEX 18**

**REQUEST FORMS FOR GUIDANCE  
AND VOCATIONAL SERVICES**

**REFERENCE FORM**  
**GUIDANCE SERVICES - COMMISSION SCOLAIRE DU LITTORAL**

SURNAME: \_\_\_\_\_ FIRST

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PRESENT

LEVEL: \_\_\_\_\_

REGISTRATION LEVEL \_\_\_\_\_ PREVIOUS

SCHOOL: \_\_\_\_\_

REFERENCE (IF NECESSARY): \_\_\_\_\_

**SCHOOL HISTORY**

**PARTICULARITIES**

**OBJECTIVES**

**FOLLOW UP**

**DOCUMENTS**

**REPORT CARD**



BIRTH CERTIFICATE	<input type="checkbox"/>
M.E.Q. REPORT CARD	<input type="checkbox"/>
OTHER (S)	<input type="checkbox"/>

DATE OF REGISTRATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## FIRST INTERVIEW BY THE ANIMATOR

file no: \_\_\_\_\_

date: \_\_\_\_\_

duration: \_\_\_\_\_

Mr. Mrs. 

Surname: \_\_\_\_\_ First

name: \_\_\_\_\_

Date of Birth:      year                      month                      day

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      Age: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. no.:              residence \_\_\_\_\_              office \_\_\_\_\_

**PRESENT SITUATION**EMPLOYED Full time Part time UNEMPLOYED EMPLOYMENT

STUDYING

Full time

Part time

OTHER  Specify \_\_\_\_\_

**ACADEMIC TRAINING**

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**WORK EXPERIENCE**

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**OTHER ACTIVITIES (Sports, volunteer, extra curricular etc....)**

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**FAMILY SITUATION**

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**SOCIAL SITUATION**

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**PROFESSIONAL SITUATION**

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**STATE OF HEALTH**



**ANNEX 19****QUESTIONNAIRE;  
LEVEL OF SATISFACTION WITH REGARDS TO  
PROGRAMS OF STUDY  
AND VOCATIONAL SERVICES**



**QUESTIONNAIRE**

**LEVEL OF SATISFACTION WITH REGARDS TO**

**PROGRAMS OF STUDY**

**NAME: (optional)** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **PROGRAMS OF STUDY**

Adult Education Services offers courses that allow the adult learner the opportunity to work individually and at his/her own pace.

To complete such courses, two programs of study have been developed. The first is an assisted program where the individual attends regular scheduled classes under the direction of a tutor. Class attendance is mandatory and help is readily available.

The other program of study was designed for those individuals who want to take courses, but due to other obligations (i.e.: work, family, etc...) they are unable to attend regular classes. For these individuals, the autodidactic or self-taught program is available. The person that opts for such a program takes on the responsibility of planning his/her own study habits and work at home. Nevertheless, the person has to attend class at least one hour per week to hand in assignments, write tests, and/or inform the teacher/tutor/ animator of his/her progress.

This survey will help Adult Education Services to determine which type of program is best suited for our population. We thank you in advance for completing this questionnaire and wish you success in your studies.

**Note: Indicate your choice in the boxes.**

1) Which type of study program(s) have you followed in the past?

In class

Self-taught

Both

2) When did you follow this program?

In class

Self-taught

6 months ago

1 year ago

2 years ago

3 years or more

3) Why did you choose this program of study?

In class

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Self-taught

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4) Did you complete the courses you were taking?

	In class	Self-taught
All of them	<input type="checkbox"/>	<input type="checkbox"/>
Some of them	<input type="checkbox"/>	<input type="checkbox"/>
None of them	<input type="checkbox"/>	<input type="checkbox"/>

5) Of the courses you completed, what was your average percentage mark?

	In class	Self-taught
Less than 60%	<input type="checkbox"/>	<input type="checkbox"/>
60% to 70%	<input type="checkbox"/>	<input type="checkbox"/>
70% to 80%	<input type="checkbox"/>	<input type="checkbox"/>
80% to 90%	<input type="checkbox"/>	<input type="checkbox"/>
More than 90%	<input type="checkbox"/>	<input type="checkbox"/>

6) Were you satisfied with the mark you received?

	In class	Self-taught
Yes	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



7) In your opinion, what type of program best suits your needs?

- In class
- Self-taught

8) Would you recommend this type of program to others?

Yes, why? \_\_\_\_\_

No, why? \_\_\_\_\_

9) From your experience, please rate the success of the program(s) that you followed with regards to satisfying the needs and expectations of a student.

- |                   | In class                 | Self-taught              |
|-------------------|--------------------------|--------------------------|
| Excellent         | <input type="checkbox"/> | <input type="checkbox"/> |
| Good              | <input type="checkbox"/> | <input type="checkbox"/> |
| Needs improvement | <input type="checkbox"/> | <input type="checkbox"/> |
| Poor              | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

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**Thank You!**

*Educational Services*

**COMPILATION OF  
QUESTIONNAIRE RESPONSES**

**(Questionnaire: Level of Satisfaction with Regards to Programs of Study)**

VILLAGE: \_\_\_\_\_

TOTAL RESPONDENTS: \_\_\_\_\_

TOTAL QUESTIONNAIRES ISSUED: \_\_\_\_\_

PERCENTAGE OF RESPONDENTS: \_\_\_\_\_

\*\*\*\*\*

1) Which type of study program(s) have you followed in the past?

	TOTAL	PERCENTAGE
In class	_____	_____
Self-taught	_____	_____
Both	_____	_____



2) When did you follow this program?

	TOTAL	PERCENTAGE
<b>In class</b>		
6 months ago	_____	_____
1 year ago	_____	_____
2 years ago	_____	_____
3 years or more	_____	_____
 <b>Self-taught</b>		
6 months ago	_____	_____
1 year ago	_____	_____
2 years ago	_____	_____
3 years or more	_____	_____

3) Why did you choose this program of study?

**In class**

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**Self-taught**

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4) Did you complete the courses you were taking?

	TOTAL	PERCENTAGE
<b>In class</b>		
All of them	_____	_____
Some of them	_____	_____
None of them	_____	_____
 <b>Self-taught</b>		
All of them	_____	_____
Some of them	_____	_____
None of them	_____	_____

5) Of the courses you completed, what was your average percentage mark?

	<b>TOTAL</b>	<b>PERCENTAGE</b>
<b>In class</b>		
Less than 60%	_____	_____
60% to 70%	_____	_____
70% to 80%	_____	_____
80% to 90%	_____	_____
More than 90%	_____	_____
<b>Self-taught</b>		
Less than 60%	_____	_____
60% to 70%	_____	_____
70% to 80%	_____	_____
80% to 90%	_____	_____
More than 90%	_____	_____

6) Were you satisfied with the mark you received?

	TOTAL	PERCENTAGE
<b>In class</b>		
Yes	_____	_____
No	_____	_____
<b>Self-taught</b>		
Yes	_____	_____
No	_____	_____

7) In your opinion, what type of program best suits your needs?

	TOTAL	PERCENTAGE
In class	_____	_____
Self-taught	_____	_____

8) Would you recommend this type of program to others?

Yes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9) From your experience, please rate the success of the program(s) that you followed with regards to satisfying the needs and expectations of a student.

	TOTAL	PERCENTAGE
<b>In class</b>		
Excellent	_____	_____
Good	_____	_____
Needs improvement	_____	_____
Poor	_____	_____
<b>Self-taught</b>		
Excellent	_____	_____
Good	_____	_____
Needs improvement	_____	_____
Poor	_____	_____





**ANNEX 20**

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**SSET PROCEDURE REGARDING TESTS  
AND TRANSMISSION OF RESULTS**

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**Commission Scolaire du Littoral**  
*Educational Services*

## **SECONDARY SCHOOL EQUIVALENCY TEST (S.S.E.T.) PROCEDURE REGARDING EQUIVALENCE TESTS AND TRANSMISSION OF RESULTS**

Tests:           English, grammar  
                    English, comprehension  
                    French, second language  
                    Mathematics  
                    Social Studies  
                    Economics  
                    Natural Science

1. When you are ready, you must inform the tutor, teacher or animator at least two days prior to the exam session.
2. You must write the compulsory tests first English (grammar and comprehension) and French;
3. The tests must be written under the supervision of a designated C.S. du Littoral Adult Education employee.
4. All test sheet(s) must be sent to Loren Roberts for correction and transmission of results.
5. Loren Roberts will transmit the test results to the sector animator within a week following the date of the test.
6. Transmission of results:
 

Compulsory:	6.1	Your results will be sent to the sector animator after completion of the two English tests;
Second language:	6.2	Your result will be sent to the sector animator after the completion of the second language test;
Optional:	6.3	Your results will be sent to the sector animator after completion of two optional tests.
7. You must obtain your test results from the sector animator.
8. If you fail one test, you have one month to review, before you can rewrite it.

9. When the tests are completed or at the end of the 6 month period, whichever comes first, Loren Roberts will inform you in writing of your overall final results.