

Establishing an Accredited Manitoba School Program Outside of Canada PROPOSAL REQUIREMENTS

The first step towards establishing a Manitoba school program overseas is to submit a detailed written proposal to the Manitoba International Education Branch. The proposal must include the elements outlined in this document. Criteria for partnerships with overseas schools are included in the document, Establishing an Accredited Manitoba School Program Outside of Canada – Program Requirements. Reference to that document is identified by numbered items in this proposal outline.

The process for receiving pre-approval for an accredited school is outlined in clause 1.1 of the Program Requirements. The submission of the proposal is the first step in initiating the accreditation process. Proposals for new affiliated schools should be received by the Manitoba International Education Branch (i) on or before January 15th and (ii) no less than eight months prior to the date when classes would begin if the school is approved.

Part 1 – The Business Interest

Please provide information on the proposed business arrangement that meets the criteria outlined in Section 1 of the Program Requirements document. Specifically, there should be details on the following points:

- School operation – Please indicate who or what entities will be operating the school and the extent of their involvement.
- Organizational Structure – Please outline the responsibilities of the parties who wish to enter in the accreditation agreement (i.e. Memorandum of Understanding or MOU). This should also include an explanation of the role and duties of supporting persons or entities that may not be signatories to the MOU.
- Ownership – Include an explanation of whether the school is public (i.e. receiving most or all of its funding from government) or private (i.e. receiving most or all of its funding from non-government sources including owners/investors, donors, or tuition fees).
- Reason for Partnership – Discuss the reasons you wish to have a school that specifically offers the Manitoba curriculum.
- Timeline – Provide a summary of your proposed timeline that includes, but is not necessarily limited to, the date when you wish to start admitting students into the Manitoba program.

Part 2 – The Financial Plan

Please provide information on the proposed financial plan including a multi-year budget that meets the criteria outlined in Section 6 of the Program Requirements document.

Specifically, there should be details on the following points:

- Revenue and Resources – Clearly outline the anticipated sources of revenue for the program and the estimated amount of revenue expected from these sources. This should include a description of the initial financial outlay to initiate the project and any other resources and/or investors that will be called upon to assist with the implementation and operation of the school. It is important that the owners provide evidence and assurances of financial solvency to meet the initial and ongoing financial commitments.

- Teacher Remuneration – Please outline the proposed salary scale for the program’s teachers and principal including details of the proposed benefit package. This might include such items as accommodation, utilities, meals, health coverage, travel expenses, vacation and other leave, or performance bonuses.
- Capital Construction – Provide estimates of costs associated with any required capital construction for the school to accommodate the Manitoba program.
- Resources/Materials – Delineate any costs related to additional resources and materials that will be required in order to meet the Program Requirements. This includes, but is not limited to, textbooks, library materials, teacher and classroom resource materials, and computers.
- Administration costs – Provide details on the anticipated administrative costs associated with the launch and ongoing operation of the program. These include, but are not limited to salaries for administrative staff, advertising costs, office furniture and supplies, and communication expenses.

Part 3 – School Description

Please provide information on the school where the Manitoba program will be offered. Specifically, there should be details on the following points:

- History - Description of the school’s history, its current mission and belief statement, and the programs it is currently offering. Please include details as to the credentials that successful students are receiving.
- Location of school – Indicate the exact location of the proposed school.
- Size of School – Please provide information on the physical size of the school as well as current and projected student enrollment numbers.
- Description of Facility – Including specific references to clauses 3.1.5 and 3.1.6 of the Program Requirements, please describe the school in terms of the facilities, amenities , and/or services it will offer to students and staff. If available, please provide pictures of the school and its facilities (either hard copy or electronic). Please include pictures of classrooms, library facilities, science, and computer laboratories , cafeterias, dormitory rooms, staff and faculty offices and proposed accommodation for teachers.
- Demographics – Provide a description on the demographic makeup of the school population. What grades are taught at the school? Are the students local nationals only or are international students also enrolled?
- Administration of School – Outline the current administrative structure of the school and what modifications will be made in order to meet the criteria outlined in Section 2 of the Program Requirements.
- School Policies – Provide copies of written school policies related to student discipline, student supervision, student assessment and evaluation, parental involvement and appeal processes, and teacher/administrator evaluation.
- Educational Authority – Discuss the nature of the educational authority (typically governmental) which currently holds or delegates the authority to formally recognize the studies of local students. Please define the relationship of the school to the educational authority and evidence of this relationship. Indicate what type of approval will be required from the authority in order to implement the Manitoba program and how the school will obtain such approval.
- School Year and School Day – Explain the current structure of the academic year and the typical school day. Please indicate what amendments or modifications, if

any, will be required to ensure the structure complies with the requirements of clause 2.4 of the Program Requirements.

Part 4 – The Manitoba Program

Please provide information on what kind of program you would like to offer students wish to have all or part of their studies recognized by the Government of Manitoba. Specifically, there should be details on the following points:

- Grade Levels – Please indicate which grade levels you would like to offer for students. If you wish to offer only some grade levels initially and phase other levels in at a later date, please provide a detailed timeline of how this will be done.
- Program Type – Please explain what type of program you envisage offering to students. Specifically, indicate if you will offer the Blended program (meeting the criteria of clause 3.2 of the Program Requirements) or the Immersion program (meeting the criteria of clause 3.3 of the Program Requirements).
- Program Implementation – Please describe what kind(s) of academic program(s) is(are) currently in place. Please also indicate what amendments or modifications, if any, are needed in order to meet the requirements of Section 3 of the Program Requirements.
- Student Entry Requirements – Please describe the school's expected requirements and related policies for student entry into the Manitoba program. What criteria will be used to recruit, select, admit and retain students in the Manitoba program?
- Human Resource Planning – Please detail your plan for recruiting and employing a Manitoba certified administrator and the appropriate numbers of Manitoba certified teachers as required by clauses 2.5, 2.6 and Section 5 of the Program Requirements.

Part 5 – Other Pertinent Information

Please provide some additional general information in order to assist us in assessing your proposal. You may, of course, add any other information that you feel may be of value, but there should be details on the following points:

- Competitive Environment – Provide a brief assessment of the competitive environment in which the school will be operating. Include specific reference to the proximity of and implication for other Canadian programs.
- Marketing Strategy – Summarize your proposed marketing strategy to ensure that the enrollment targets of your business plan are met.
- School Residence – Please indicate if the school will have an on-campus residence. If so, please describe the facilities if you have not already done so under Part 3.
- Mutual Benefit – Give a brief description of how this proposal will be of benefit to all parties involved in the partnership.
- Meeting the Program Requirements – Where you have not already done so, please indicate how you intend to meet the specific criteria provided in the Program Requirements.
- References – Where possible, please provide the contact information for references of individuals or organizations with which you have worked in the past. Canadian references are preferred, but not required.

A Note on Process

The process for receiving pre-approval for an accredited school is outlined in clause 1.1 of the Program Requirements. The submission of the proposal is the first step in initiating the accreditation process. Proposals for new affiliated schools should be received by the Manitoba International Education Branch (i) on or before January 15th and (ii) no less than eight months prior to the date when classes would begin if the school is approved. There are several steps required before pre-approval is granted – each of these steps is outlined below. Please note that these steps are sequentially dependent – we cannot proceed to the next step until all of the requirements of the prior step are met.

STEP	Activity	Approximate Time*
#1	Your proposal will be reviewed and assessed by staff within the Manitoba International Education Branch in consultation with the Office of Independent Education and the School Programs Division of Manitoba Education, Citizenship and Youth.	2 to 4 weeks. If information provided in the proposal is incomplete or otherwise requires further research, this process may take longer.
#2	If your proposal is accepted, staff from the Manitoba International Education Branch or a designate will make arrangements to travel to the school to assess whether or not the school will be able to fulfill the program requirements as outlined in your proposal.	4 to 8 weeks. This timeline largely depends on the availability of staff.
#3	Upon return to Manitoba, the staff person will prepare a report on the school and proposed program for review by the Affiliated Schools Steering Committee. The Committee will make a recommendation as to whether or not accreditation should be pursued.	4 weeks.
#4	If it is recommended that accreditation be pursued, staff from the Manitoba International Education Branch will contact you to negotiate a Memorandum of Understanding (MOU) under which the Manitoba accredited program will operate. Arrangements will also be made for an official inspection visit by the Coordinator of Independent Education, or designate. During this time, the International Education Branch may also contact governmental authorities in the country where the schools is located to initiate discussions regarding articulation of curriculum and negotiations for an MOU where required by law.	4 to 16 weeks. The time required largely depends on how quickly negotiations on the MOU can be concluded. The timelines for discussions regarding course articulation and a possible government-to-government agreement vary widely and are difficult to predict.
#5	Once finalized, the MOU will be forwarded to the Minister of Education, Citizenship and Youth. Any required government-to-government agreement is typically forwarded for approval at the same time. The Minister may approve, amend, or reject the MOUs.	3 weeks.
#6	If approved, the Minister must bring the MOUs before the Executive Council of the Government of Manitoba (i.e. the Cabinet) for approval. The Cabinet may approve, amend, or reject the MOUs at its sole discretion.	4 to 8 weeks. The time required may vary based on the frequency of Cabinet meetings.
#7	If approved by Cabinet, the MOUs can be signed and will come into force. The MOUs with the school will be signed provided that the results of the official inspection are satisfactory.	4 to 8 weeks.