

FAMILY SERVICES AND CONSUMER AFFAIRS CIRCULAR

Date: June 9, 2011

CIRCULAR NUMBER: mAP 2011 - 04

Alternate Program(s): EIA 2011- 29

To: marketAbilities Program Supervisors

Subject: marketAbilities Program: Education Policy Changes

Reference:

Type: Policy Replaces # N/A
 Procedure
 Rate
 Information Only

Effective Date Immediately

At the direction of the marketAbilities Program (mAP) provincial common table, a working group was established to review and update the mAP education policies in order to provide greater consistency and clarity for staff. Under **Section 144, Services and Supports - Educational Training**, the following sub-sections have been added or revised:

Education Requests:

The following subsections (a, g and h) have been added to emphasize the collaborative process and to address funding requests when a participant has failed an educational program or a course within an educational program:

- a) Vocational Counsellors must work in collaboration with the participant to ensure the educational plan is realistic and achievable *prior to* making any request for educational funding.

- g) Participants who have failed an **educational program** must demonstrate that the barrier or issue that resulted in failure has been addressed prior to being considered for funding in a second attempt whether they are pursuing the same or a different educational program.

Consideration must also be given to providing academic supports, not previously in place, which may have prevented the initial failure.

Participants with two failed funded attempts at an educational program who decide to pursue a subsequent program will be responsible for covering the costs. Further educational support **will only be considered in the most exceptional circumstances and would require an Administrative Review**. If approved, these plans will receive the lowest priority on the educational wait list.

- h) Participants who fail one or more **courses** within an educational program may be funded for the course(s) a second time provided the reason for the failure has been explored and addressed. Prior to funding the course(s) a second time, consideration must be given to providing the academic supports, not previously in place, which may have prevented the initial failure.

Participants who fail any course(s) a second time and decide to enroll in the course again will be responsible for covering the costs. Further educational support **will only be considered in the most exceptional circumstances and would require an Administrative Review.**

marketAbilities Individualized Training Fund:

It is the responsibility of the participant and Vocational Counsellor to explore eligibility for funding from all other sources. In situations where all costs are not covered by one funding source, cost sharing arrangements will be considered.

Priorities for Approval: Educational Wait List

As indicated above in the Education Request sub-section, a 6th priority code has been established for the waitlist for those participants who have been unsuccessful in two or more funded attempts at an educational program. These funding requests will require an Administrative Review and, if approved, will receive the lowest priority.

Clarification of "Continuing" students

"**Continuing**" is defined as individuals who were funded for Educational Training within the last two fiscal years and who are continuing in the same or a similar area of training. Participants funded for courses as part of an Educational Assessment are **not considered to be continuing students** and are **not provided with any priority status** on the Educational Wait List.