

ADMINISTRATIVE GUIDE 2016–2017

Concurrent Admission to a Vocational Training Program Leading to a Diploma of Vocational Studies or an Attestation of Vocational Studies and General Education



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1 CONTEXT

Under the *Basic vocational training regulation*, concurrent admission in a vocational training program and in general education is one of the four conditions for admission to vocational training.

Students are admitted concurrently for one of the following three reasons:

- to complete the general education prerequisites required to obtain a diploma in a vocational training program in which they are enrolled
- to obtain the credits they are missing to earn a Secondary School Diploma (SSD)
- to complete the general education prerequisites required for admission to college studies

Concurrent admission is designed for students in the youth or adult sector who have earned Secondary III credits in the three core subjects, namely, language of instruction, second language and mathematics, and who possess vocational maturity. They will pursue their vocational training at the same time as their general education in Secondary IV or V in these subjects or in the missing subjects needed for an SSD or for admission to college. This training path is also intended for those who are at least 18 years of age, have successfully completed the General Development Test (GDT), and will continue their training concurrently to acquire the specific prerequisites needed to obtain a vocational training diploma.

Concurrent admission applies in two different ways:

- **Integrated schedule:** The vocational training and general education courses are integrated to give the student a normal schedule. The school board organizes this schedule, and ensures that general education accounts for a minimum of 20% and a maximum of 60%¹ of the curriculum in a given school year. General education is adapted as much as possible to the vocational training program in which the student is enrolled. The school board accompanies and provides support to the student and teaching staff.
- **Non-integrated schedule:** The hours devoted to general education courses are added to those for vocational training. Students are responsible for organizing their course schedules in general education and vocational training.

Concurrent admission can be quite demanding. As such, it must be offered to students who have the capacity to succeed in this training path, with a view to fostering student retention and academic success.

¹ Students cannot be considered in concurrent admission outside of this threshold. The percentage is calculated as follows: $\text{Time in general education (GE)} \div [\text{time in GE} + \text{time in vocational training (VT)}] \times 100$. For example, 140 hours of GE + 460 hours of VT = 600 hours of training in total. Therefore, $140 \text{ hours of GE} \div 600 \text{ hours (GE + VT)} = 0.23333$. Therefore, $0.2333 \times 100 = 23.3\%$ of GE.

This administrative guide is divided into two sections:

1. Base allocation for general education pursued concurrently with a program leading to a Diploma of Vocational Studies (DVS) or an Attestation of Vocational Studies (AVS)
2. Pilot projects for concurrent admission offered in Secondary III

2 SECTION I

BASE ALLOCATION FOR GENERAL EDUCATION PURSUED CONCURRENTLY WITH A PROGRAM LEADING TO A DVS OR AN AVS

2.1 DESCRIPTION

The base allocation in vocational training for educational activities allows students to concurrently pursue their studies in a program leading to a DVS or an AVS while completing the prerequisites for the vocational training program in which they are enrolled, or obtaining the credits they are missing to earn an SSD, or completing the general education prerequisites required for admission to college studies. General education (GE) followed concurrently with a program leading to a DVS or an AVS can be organized with or without an integrated schedule in the VT training path, but only enrolments in concurrent admission with an integrated schedule are eligible for the additional allocation. When calculating the base allocation, funding is determined as follows:

Support and guidance:

- Amount for full-time equivalents (FTE) in general education and vocational training
- Concurrent admission with integrated schedule only
- No adjustments

General education:

- Cost of education (integrated schedule only)
- Other education-related expenses

Vocational training:

- Same calculations as those used for a student enrolled in courses offered in the classroom (dropout risk factors apply)

For more information on this subject, the following documents may be useful:

1. 2016-2017 budgetary rules for school boards (French only):
<http://www.education.gouv.qc.ca/references/publications/resultats-de-la-recherche/detail/article/regles-budgetaires-commissions-scolaires/>
2. The guide *Un modèle d'implantation de la concomitance*, produced by a school board and made available on the website of the Service national du RÉCIT en formation professionnelle (French only): <http://www.ticfp.qc.ca/courses/UNMODELEDIMPLANTATIO/>
3. The table *Clarifications regarding admission to a program leading to a DVS and the implementation of VT-GE concurrent admission* (see Appendix I)

2.2 FUNDING OF GENERAL EDUCATION IN CONCURRENT ADMISSION

<u>GENERAL EDUCATION</u> in concurrent admission to a program leading to a DVS or an AVS		
	Non-integrated schedule	Integrated schedule
Eligibility for funding	Not applicable	The student must be enrolled in a program leading to a DVS or an AVS. When integrating general education into the schedule of a vocational training program, general education must comprise 20% to 60% of the student's regular schedule hours.
Support and guidance	Not applicable	\$1 000 x (GE FTE + VT FTE) ² to provide support and guidance to students and teachers
Education (base allocation)	Not applicable	Per-student amount ³ x GE FTE x school board adjustments ⁴
Other education-related expenses (base allocation)	Not applicable	Per-student amount ⁵ x GE FTE
Student-teacher ratio used to determine funding	Not applicable	Average of 14 students per group

² FTE approved for funding purposes.

³ The per-student amount is specified in section 3 of the budgetary rules: Allocation de base pour les activités éducatives de la formation professionnelle (*base allocation for educational activities in vocational training*). In 2016-2017, \$4 169 is allocated per student in concurrent admission with an integrated schedule. There is no additional allocation for students in concurrent admission with a non-integrated schedule. However, this allocation is available for student admissions to VT even if no other funding is allocated.

⁴ The adjustments for each school board are associated with the subsidized cost per teacher (see budgetary rules, appendix).

⁵ The per-student amount for other education-related expenses corresponds to the amount for secondary-level general education in the youth sector. The per-student amount in 2016-2017 is \$576.

GENERAL EDUCATION

in concurrent admission with an integrated schedule to a program leading to a DVS or an AVS

For purposes of funding, students must be under 20 years of age as at June 30 (or 21 years of age in the case of handicapped persons) or be 20 years old and enrolled in a program leading to a DVS that was started the preceding school year.

Students aged 20 years or over may pursue this training and receive funding for the portion of their studies comprising general education through the closed envelope for adult education.

Note that declarations of “en concomitance” (*concurrent admission*) may be subject to certain conditions, for instance with respect to the verification of admission requirements or other ad hoc verifications.

VOCATIONAL TRAINING

in concurrent admission with an integrated schedule to general education

The per-student amounts in vocational training are the same as those used to determine the allocation for the courses offered in the classroom. The calculations are based on the number of enrolments and increased according to the presence of dropout risk factors.

Recognized hours are those of the subsidized student enrolments, as defined in section 3.2 of the budgetary rules. These hours are expressed by the school board as students in full-time equivalents, using the unit of measurement of one FTE student (900 hours). The hours of general education and the hours of vocational training must be reported as “en concomitance” (*concurrent admission*) in the student enrolment declaration system.

GENERAL EDUCATION AND VOCATIONAL TRAINING

in concurrent admission with an integrated schedule

For general education and vocational training, only the “fréquentation” (*attendance*) type of educational service is eligible for this measure. Section 3.1.1 applies for vocational training.

2.3 DECLARATION OF ENROLMENTS

For vocational training, enrolments are declared in the usual way, as described in the guide [*Système Charlemagne – Déclaration en formation professionnelle*](#) (French only).

Note the following instructions for producing the declaration of enrolments in concurrent admissions in the Charlemagne system:

	Non-integrated schedule	Integrated schedule
Concurrent admission	The school board (SB) must ensure that the student enrolled in VT in concurrent admission is registered in general education (youth or adult sector), has received a GE schedule and takes GE courses.	In partnership with the secondary school or adult education centre, the SB organizes the schedule of the student enrolled in VT in concurrent admission. The student must have received a VT-GE integrated schedule and take GE courses. Ideally, GE courses are offered at the vocational training centre and are adapted as much as possible to the vocational training program in question. The student and teachers receive support and guidance.
SB that must submit the declaration	<p><u><i>Only the school board authorized in the Carte des enseignements – Les programmes de formation professionnelle et technique may declare the student’s concurrent admission.</i></u></p> <p>General education (youth or adult sector) is also declared for certification purposes when offered in a building associated with a secondary school or adult education centre, based on the content of the declaration in the “concurrent admission agreement” and in compliance with the deeds of establishment.</p>	<p><u><i>Only the school board authorized in the Carte des enseignements – Les programmes de formation professionnelle et technique may declare the student’s concurrent admission</i></u> and receive the funding to that end, even if the general education is offered through another SB.</p> <p>General education (youth or adult sector) is also declared for certification purposes when offered in a building associated with a secondary school or adult education centre, based on the content of the declaration in the “concurrent admission agreement” and in compliance with the deeds of establishment.</p>

	Non-integrated schedule	Integrated schedule
	<p>In the case of an agreement between two school boards that make it possible to offer a program in concurrent admission, both SBs must produce a declaration. The SB authorized in the <u><i>Carte des enseignements – Les programmes de formation professionnelle et technique</i></u> will declare the concurrent admission, the VT program the student is enrolled in, the number of GE hours taken and the location where GE was provided.</p> <p>The SB providing GE will declare the GE offered, but will not declare the concurrent admission or the VT program.</p>	<p>In the case of an agreement between two school boards that make it possible to offer a program in concurrent admission, both SBs must produce a declaration. The SB authorized in the <u><i>Carte des enseignements – Les programmes de formation professionnelle et technique</i></u> will declare the concurrent admission, the VT program the student is enrolled in, the number of GE hours taken and the location where GE was provided.</p> <p>The SB providing GE will declare the GE offered, but will not declare the concurrent admission or the VT program.</p>

	Non-integrated schedule	Integrated schedule
Type de parcours (<i>training path</i>)	02 Traditionnel (<i>traditional</i>) 03 ATE (<i>work-study program</i>)	02 Traditionnel (<i>traditional</i>) 03 ATE (<i>work-study program</i>)
Code de programme (<i>program code</i>)	Program number	Program number
Source de financement (<i>source of funding</i>)	01 (if MEES-funded VT activities)	01 (if MEES-funded VT activities)
Conditions d'admission (<i>admission requirements</i>)	22 Unités requises concomitance (<i>number of credits required for concurrent admission</i>) 23 TDG + Préalables concomitance (<i>GDT + Prerequisites for concurrent admission</i>) or other acceptable value when the student meets the admission requirements For example: 01 Respect système (<i>Compliance with system</i>) or 06 Matières 3 ^e secondaire (<i>Sec. III subjects</i>)	22 Unités requises concomitance (<i>number of credits required for concurrent admission</i>) 23 TDG + Préalables concomitance (<i>GDT + Prerequisites for concurrent admission</i>) or other acceptable value when the student meets the admission requirements For example: 01 Respect système (<i>Compliance with system</i>) or 06 Matières 3 ^e secondaire (<i>Sec. III subjects</i>)
Secteur d'enseignement (<i>educational sector</i>)	• AD <i>Adult</i> or • JE <i>Youth</i>	• AD <i>Adult</i> or • JE <i>Youth</i>
Nombre d'heures en FG (<i>number of hours in GE</i>)	The number of GE hours to enter in the VT declaration with respect to the concurrent admission must correspond to: • For GEY [general education (youth sector)]: the number of GE hours included in the student's schedule outside his or her regular VT schedule • For GEA [general education (adult sector)]: the number of GE hours corresponding to the hours that should be completed by the student outside his or her regular VT schedule	The number of GE hours to enter in the VT declaration with respect to the concurrent admission must correspond to: • For GEY [general education (youth sector)]: the number of GE hours included in the student's regular schedule • For GEA [general education (adult sector)]: the number of GE hours corresponding to the hours that should be completed by the student in his or her regular schedule

	Non-integrated schedule	Integrated schedule
Autres mesures (<i>other measures</i>)	Not applicable	Enter value 12 (concomitance FP-FG / VT-GE <i>concurrent admission</i>) only with integrated schedule
Entente (<i>agreement</i>)	Enter value 13 (concomitance FG / <i>GE concurrent admission</i>), whether GE activities are provided by the student's own school board or another school board	Enter value 13 (concomitance FG / <i>GE concurrent admission</i>), whether GE activities are provided by the student's own school board or another school board
Organisme en cause (<i>organization</i>)	Enter the six-digit code of the secondary school or of the adult education centre of the school board, or of the school board where GE is offered	Enter the six-digit code of the secondary school or of the adult education centre of the school board, or of the school board where GE is offered

In general education, students must be enrolled according to the applicable basic school regulation—in the youth or adult sector, depending on the student's situation—in keeping with section 25 of the *Basic vocational training regulation*, whether the education activities are offered through GEY or GEA (possibility of having a mixed group of students), so long as the building used for these activities is associated with the secondary school or the adult education centre offering GE (deed of establishment). The other data in the declaration remain the same.

Requests relating to declarations of concurrent admission must be sent to Service aux utilisateurs du système Charlemagne, at: charlemagne-SAU@mels.gouv.qc.ca.

2.4 COMPLIANCE WITH ADMISSION REQUIREMENTS IN VOCATIONAL TRAINING

Whether studies are pursued in concurrent admission with or without an integrated schedule, it must be demonstrated that the student pursuing studies in GEY or GEA concurrently with VT fulfills the admission requirements for VT.

In the case of an **integrated schedule**, the student's registration in GE (youth or adult sector, depending on the applicable basic school regulation) must take place at the same time as he or she is registered in VT, and the integrated schedule must be comprised of subjects from both GE and VT. As previously mentioned, the student's schedule must contain a minimum of 20% and a maximum of 60% of hours in general education courses.

In the case of a **non-integrated schedule**, the student's registration in GE (youth or adult sector, depending on the applicable basic school regulation) must take place no later than one month after the start of VT courses, unless courses begin in July or in August; in this case, the registration deadline for GE will be September 30.

2.5 DISTANCE EDUCATION WITH CONCURRENT ADMISSION

With concurrent admissions, it is important to distinguish between:

- a **situation of concurrent admission**
- the **MEES pedagogical model of concurrent admission**

➤ A student in a **situation of concurrent admission**:

- may be registered in VT and follow GE courses at the same time through distance education (DE)
- may be registered in GE and follow VT courses at the same time through DE

According to the MEES pedagogical model, this student will not be considered to be in concurrent admission. The student may, however, be declared to be in concurrent admission in the Charlemagne system, but no GE courses or VT modules taken in DE will be considered as offered in concurrent admission for funding purposes. As such, the school board will not receive any additional allocations for this student for concurrent admission.

➤ For a student in **concurrent admission (MEES pedagogical model)**:

- the SB receives funding only when the student is registered for concurrent admission with an integrated schedule
- in GE and in VT, only the “fréquentation” (attendance) type of educational service is eligible for this measure

➤ For a student in a **situation of concurrent admission** and in **concurrent admission (MEES pedagogical model)**:

If a student follows GE and VT courses in concurrent admission with an integrated schedule, only the courses and modules followed in class (in the “fréquentation” (*attendance*) type of educational service) are considered when calculating the percentage of GE hours (20% to 60%) in a given school year. If the student is also taking DE courses, these will automatically be removed from the calculation of the GE percentage that is used to determine the student’s eligibility for funding.

3 SECTION II

PILOT PROJECTS FOR CONCURRENT ADMISSION WITH AN INTEGRATED SCHEDULE TO A VOCATIONAL TRAINING PROGRAM LEADING TO CERTAIN DIPLOMAS OF VOCATIONAL STUDIES AND GENERAL EDUCATION IN THE YOUTH SECTOR

3.1 DESCRIPTION OF THE MEASURE

To promote student retention and academic success for the greatest number of students at a crucial point in their schooling, concurrent admission with an integrated schedule to vocational training and Secondary III general education in the youth sector (GEY) may be attempted on a trial basis for certain category 2 diplomas of vocational studies, **after receiving MEES approval**.

The pilot projects must respond to student needs and characteristics. They must also support student retention and academic success while filling a gap in the services offered to the student who has already confirmed his or her career choice and for whom pursuing studies in GEY alone is not a viable option as it compromises retention and academic success.

As concurrent admission can be highly demanding for students, it must only be offered to students who have the capacity to undertake this training path. Concurrent admission to VT and GEY must serve to help keep young students in school by giving them a vocational goal.

The list of programs leading to a DVS that are eligible for pilot projects are presented in Appendix II.

3.2 GENERAL ELIGIBILITY CRITERIA

Pilot projects must meet the following general eligibility criteria:

- ✓ The project is intended for students who were 15 years of age on June 30, 2016.⁶
- ✓ The project is intended for students who have completed their Secondary II prerequisites in language of instruction, second language and mathematics.
- ✓ Participating students have completed a process allowing them to confirm their career choice and develop strong vocational maturity.
- ✓ Concurrent admission represents the best training path to promote the retention and academic success of these students, as opposed to GE and applied GE training paths.
- ✓ The student's enrolment in the project is supported by the school's guidance counsellor or by reception, referral, counselling and support services (SARCA) as well as all other persons who play a role in the student's training path (parents, school administration, etc.).

⁶ Students who are 16 years of age on June 30 and are continuing their studies in a concurrent admission pilot project leading to a DVS that they started the previous school year when they were 15 years of age may, if they wish, continue their studies in the Adult General Education sector.

To be considered, a pilot project must:

- ✓ include, for VT and GEY, an integrated schedule organized by the school board. General education must account for a minimum of 20% and a maximum of 60% of total curriculum hours in a given school year.
- ✓ include the following GE subjects: Secondary III language of instruction, second language and mathematics. Students must successfully complete these subjects to earn a DVS.
- ✓ be intended for students who have confirmed their career choice and have the capacity to undertake this training path.
- ✓ include guidance and pedagogical monitoring for students and teaching staff.
- ✓ make every possible effort to adapt GE to the competencies of the vocational training program in which the student is enrolled.

3.3 SUBMISSION OF A PILOT PROJECT

School boards must submit a pilot project by completing the form available at <https://CollecteInfo.mels.gouv.qc.ca>, under the tab “Allocations supplémentaires” (*additional allocations*). They must use the username and password that were sent to them in September 2013.

For projects starting in winter 2017, the submission deadline is November 30, 2016. Projects starting in fall 2017 must submit their projects to MEES no later than April 1, 2017.

A maximum of four projects will be accepted per school board.

3.4 FUNDING

The funding for these pilot projects is the same as for the other forms of concurrent admission with an integrated schedule (see section 2.2).

3.5 DECLARATION OF ENROLMENTS

The declaration in vocational training for students in concurrent admission who are admitted to a pilot project can be made under admission condition 27, Concomitance en FP et en FG de 3^e secondaire (*concurrent admission to VT and Secondary III GE*), once the school board has received authorization from MEES.

APPENDIX I
LIST OF VOCATIONAL TRAINING PROGRAMS (DVS) ELIGIBLE FOR
CONCURRENT ADMISSION WITH AN INTEGRATED SCHEDULE TO
SECONDARY III GE, SUBJECT TO MINISTERIAL APPROVAL

Training sector	Name of training sector	Program number	Name of program	Duration	Pre-requisites
02	Agriculture and Fisheries	5079	Arboriculture-élagage	915	2
02	Agriculture and Fisheries	5094	Aquiculture	900	2
02	Agriculture and Fisheries	5173	Fleuristerie	1 035	2
02	Agriculture and Fisheries	5257	Pêche professionnelle	1 605	2
02	Agriculture and Fisheries	5320	Réalisation d'aménagements paysagers	1 035	2
02	Agriculture and Fisheries	5820	Landscaping Operations	1 035	2
03	Food Services and Tourism	5268	Boucherie de détail	900	2
03	Food Services and Tourism	5270	Boulangerie	795	2
03	Food Services and Tourism	5293	Service de la restauration	960	2
03	Food Services and Tourism	5768	Retail Butchery	900	2
03	Food Services and Tourism	5770	Bread Making	795	2
03	Food Services and Tourism	5793	Food and Beverage Services	960	2
04	Arts/Arts Education	5178	Taille de pierre	1 440	2
07	Buildings and Public Works	5032	Pose de revêtements de toiture	600	2
07	Buildings and Public Works	5116	Peinture en bâtiment	900	2
07	Buildings and Public Works	5117	Préparation et finition de béton	900	2
07	Buildings and Public Works	5118	Pose de systèmes intérieurs	645	2
07	Buildings and Public Works	5119	Calorifugeage	900	2
07	Buildings and Public Works	5202	Entretien de bâtiments nordiques	1 320	2
07	Buildings and Public Works	5211	Entretien général d'immeubles	900	2
07	Buildings and Public Works	5286	Plâtrage	810	2
07	Buildings and Public Works	5300	Carrelage	690	2
07	Buildings and Public Works	5303	Briquetage-maçonnerie	900	2
07	Buildings and Public Works	5312	Mécanique de protection contre les incendies	900	2
07	Buildings and Public Works	5334	Installation de revêtements souples	900	2
07	Buildings and Public Works	5336	Peinture en bâtiment	900	2
07	Buildings and Public Works	5343	Préparation et finition de béton	900	2
07	Buildings and Public Works	5616	Commercial and Residential Painting	900	2

Training sector	Name of training sector	Program number	Name of program	Duration	Pre-requisites
07	Buildings and Public Works	5617	Preparing and Finishing Concrete	900	2
07	Buildings and Public Works	5702	Northern Building Maintenance	1 320	2
07	Buildings and Public Works	5711	General Building Maintenance	900	2
07	Buildings and Public Works	5786	Plastering	810	2
07	Buildings and Public Works	5800	Tiling	690	2
07	Buildings and Public Works	5803	Masonry: Bricklaying	900	2
11	Mechanical Manufacturing	5310	Opération d'équipements de production	900	2
11	Mechanical Manufacturing	5810	Production Equipment Operation	900	2
12	Forestry and Pulp and Paper	5073	Affûtage	900	2
12	Forestry and Pulp and Paper	5088	Sciage	900	2
12	Forestry and Pulp and Paper	5189	Abattage et façonnage des bois	840	2
12	Forestry and Pulp and Paper	5208	Classement des bois débités	930	2
12	Forestry and Pulp and Paper	5289	Travail sylvicole	900	2
12	Forestry and Pulp and Paper	5290	Abattage manuel et débardage forestier	900	2
16	Metallurgical Technology	5076	Pose d'armature du béton	735	2
16	Metallurgical Technology	5299	Montage structural et architectural	1 230	2
16	Metallurgical Technology	5308	Fabrication de structures métalliques et de métaux ouvrés	1 350	2
18	Fashion, Leather and Textiles	5243	Production textile (opérations)	885	2
18	Fashion, Leather and Textiles	5247	Confection de vêtements et d'articles de cuir	900	2



A word cloud featuring the words: Achieve, Share, Read, Learn, Succeed, Exercise, Persevere, and Share. The words are arranged in a dense, overlapping pattern, with some words appearing larger and more prominent than others.

Éducation
et Enseignement
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on fait avancer le Québec