

## SCHOOL COLLEGE WORK INITIATIVE / DUAL CREDITS

### Ontario Youth Apprenticeship Program (OYAP) - Level 1 Programs MAESD Seat Purchase Confirmation Form

School College Work Initiative (SCWI) / Dual Credit programs are programs approved by the Ministry of Education that allow students, while they are still in secondary school, to take college courses that count towards both their Ontario Secondary School Diploma (OSSD) and a postsecondary certificate, diploma, or degree, or a Certificate of Apprenticeship. Regional Planning Teams (RPTs) may submit proposals for Level 1 apprenticeship in-school training; however, OYAP students **must have Registered Training Agreements (RTAs)** to be eligible for Ministry of Advanced Education and Skills Development (MAESD) seat purchase. For more information, please visit [www.scwi.ca](http://www.scwi.ca) or [www.edu.gov.on.ca/eng/teachers/studentssuccess/dual.html](http://www.edu.gov.on.ca/eng/teachers/studentssuccess/dual.html).

**INSTRUCTIONS TO REGIONAL PLANNING TEAM (RPT):** Contact the local MAESD office to request seat purchase funding. Complete the information in the table on the second page of this document, print the descriptions of the relevant programs from the Ministry of Education's Enhanced Data Collection Solution (EDCS) and attach to this form, and bring them to the local MAESD office. Once the MAESD office has signed this form, submit it by email to David Armstrong at [davidarmstrong@hurontel.on.ca](mailto:davidarmstrong@hurontel.on.ca). Please note that programs will not be approved without a completed and signed form. For more information on which SCWI Level 1 program delivery approaches entail MAESD seat purchase funding, see the dual credit programs benchmark table in the annual SCWI Requirements online at [www.scwi.ca](http://www.scwi.ca).

**INSTRUCTIONS TO MAESD FIELD OFFICE:** Approval decisions should be based on data which can be shared through the RPT SMART Goal Report and EOIS-APPR. Please have a discussion with RPT representative(s) that focuses on approved vs actual student numbers, retention and success in the requested Level 1 program(s). Where the previous year's results are a concern, the discussion may also include strategies to better select and support students OR reducing the approved numbers of students in the Level 1 program. If seat purchase funding is approved, please complete the last two columns of the table – Number of Seats Funded and Total Seat Purchase Funding Amount. If seat purchase funding is not approved, please provide an explanation below. For more information about SCWI OYAP Level 1, please refer to *Pathways to Apprenticeship: Options for Secondary School Students* on the ETD Intranet or contact your regional OYAP lead.

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RPT Number:

RPT Name:

RPT Chair:

MAESD Field Office:

*Type in the information indicated in the chart below. Add/delete rows as needed.*

Dual Credit Proposal Program No. (e.g. 12.1)	Name of College	Trade Code	Trade Name	Semester	Start and End Dates of Program (yyyy/mm/dd)	Total No. Hours of Instruction in Program	No. of MAESD-funded Seats	Total MAESD Seat Purchase Funding Amount

#### CONFIRMATION OF MAESD SEAT PURCHASE

MAESD Service Delivery Manager Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

MAESD Service Delivery Manager Signature: \_\_\_\_\_

*If form is being signed by designate, please print name and title.*

If the MAESD Field Office has not approved seat purchase funding, please indicate reasons here for each applicable program, citing the applicable Dual Credit program no(s):