

APPENDIX A.

ABE / PTA PROCESS FOR REVIEWING STUDENT PROGRESS AND ATTENDANCE – BIGGAR CAMPUS 2009

RATIONALE: PTA is available for qualifying students as long as they are making satisfactory progress. The expectation is that students should be able to complete all their training within 36 months or less, depending upon where they are starting and what their GPC Transition Plan requires.

Training institutions are required to review the student's progress. Satisfactory progress is determined by the institution and the institution determines when it is appropriate to discontinue a client from a program. Students must be enrolled full time (minimum of 20 hours per week) in their program to receive PTA and must maintain satisfactory attendance. PTA Program Guidelines recommend that students maintain a minimum attendance of 90%.

36 months of PTA = 3 years (6 semesters). 2 courses per semester = 12 courses in 3 years.

Adult 10	GED Prep	Adult 12
<i>5 courses</i>	<i>5 subjects</i>	<i>7 courses</i>
Science	Science	One of Bio/Chem/Physics 20/30
Communications	Reading	ELA A 30
	Writing	ELA B 30
Mathematics	Mathematics	One Math 20/30
Social Studies	Social Studies	Social Science 30 (Social Studies. History, Ind. Studies)
Life/Work Studies		Two other 30 level subjects (electives). One could be a PLR 30 level credit

Intake and Assessment Interview : Academic and career action plans (Transition Plans) are developed *with* each student. This is to help the college understand the needs of the student as well as to help students envision the end goal of their program and the steps to achieving that goal. The Transition Plan will provide a realistic guideline for what needs to be done to complete the course work in a reasonable length of time.

PROCESS: Monthly reviews of student files by the Assessment Team that includes faculty, academic advisor/coordinator and Essential Skills facilitator or other student support personnel, for the purpose of looking at attendance as it relates to progress, progress and any strengths as well as barriers that might be a cause for concern.

September – Orientation on first day of class. Students are given written and verbal information about the program and the campus. Students will learn what they can expect from the institution and what the institution's expectations are regarding student behavior, attendance and progress. Faculty will refer to the individual student files and refer to the student's Transition Plan in order to ensure that students are placed in the appropriate program.

November (Early) – All student files are reviewed by the assessment team. Students who are experiencing barriers to success will be identified. These students will be called to meet with Student Support where there will be a review of their goals, action plans and timelines.

Discussion will take place about any strengths and barriers that the student is experiencing and efforts will be made to ensure that the student's program plan is still realistic. Staff will assist the student to meet the agreed upon plan. Attempts will be made to provide the necessary services or referrals to students struggling with school/life issues.

If there is no progress and attendance is poor, the guidelines around receiving PTA will be reviewed and a plan for improvement/success will be agreed upon. Consequences and timelines for follow through will be set during this time.

November (3rd week) – Students in danger of losing PTA will be called in again to discuss the issue and review progress. Based on this interview, a team decision will be made at this time about whether or not to discontinue the student from

PTA and possibly the ABE program. If either type of discontinuation is decided upon, a letter will be sent to the student informing them of the decision.

NOTE: Students who are making excellent progress will not be discontinued, even if their attendance is less than expected. In addition, it is important to note that a student can be discontinued from PTA and not from the ABE program, depending upon the circumstances. Students discontinued from the program will, in most cases, be invited to re-apply when they have resolved the issues that are preventing their success in the college program.

December (Early) – All student files are reviewed by assessment team. Students who are struggling with progress and attendance meet with student support staff. New barriers may be identified and a problem solving approach will be taken. Process follows as explained above.

December (Mid) – Discontinuation letters for students may have to be sent as per November process.

January (Early) – New Intake and Assessment continues if new applications have been submitted.

- There will be an orientation for new students.

February (Early) – All student files are reviewed by the assessment team. New students meet with Student Support staff to review career goals and learning action plans (Transition Plans) and to develop timelines for their course work. All students with new subjects meet with Student Support Staff to develop course timelines.

March (Early) – All student files are reviewed by the assessment team. Students who are experiencing barriers to success will be identified. These students will be called to meet with Student Support where there will be a review of their goals, action plans and timelines.

Discussion will take place with the students regarding their strengths and also any barriers that the student is experiencing. Efforts will be made to ensure that the student's program plan is still realistic. Staff will assist the student to meet the agreed upon plan. Attempts will be made to provide the necessary services or referrals to students struggling with school/life issues.

Students will be informed at this time that PTA could potentially be discontinued if improvement is not seen by the next month's review.

March (3rd week) – Assessment Team meets to discuss student progress PTA &/or program discontinuations. Letters of discontinuation are sent, if required.

April (Early) - files reviewed by assessment team. The process will follow as described before.

May - June - Intake and Assessment of New Applicants will take place for the Fall session.