March 12, 2002

TO: Board of Trustees

FROM: A. McBeath, Superintendent of Schools

SUBJECT: <u>Technology Preparation Program (Tech Prep)</u>

ORIGINATOR: M. de Man, Department Head

RESOURCE
STAFF: Stuart Wachowicz, Stephen Wright

INFORMATION

Edmonton Public Schools has become a member of the Alberta Technology Preparation (Tech Prep) Consortium and is now eligible to award the Alberta Tech Prep credential to students. Edmonton Public Schools has been and continues to be, on the Provincial Steering Committee.

The decision to officially join the consortium at this time was based on two key reasons. Firstly, Alberta Learning will now include recognition of the awarding of the Tech Prep credential on a student's transcript. Secondly, the 83 articulation agreements that exist between regional Tech Prep consortiums and a post-secondary institution will now be recognized province-wide. The articulation agreements allow for recognition of a range of specific high school courses for entry into specified post-secondary programs. They can also allow for granting of advanced standing, advanced credit or admission depending upon the particular agreement.

Many high schools of Edmonton Public Schools have included components of Tech Prep in their programs by design, while others are completing certain Alberta Learning curricula by doing components. Components occurring in high schools include student portfolios, work experience, comprehensive career counseling, first aid, and academic and career courses. The Tech Prep credential allows schools to recognize the focused learning a student completes.

The design of the Tech Prep program in Edmonton Public Schools will follow the requirements set by the Provincial Tech Prep consortium, with input from the curriculum unit and schools to ensure it meets the needs of the students. Appendix I, Edmonton Public Schools - Technology Preparation Credential, provides a discussion paper of the program design for Edmonton Public Schools.

The Tech Prep program is an umbrella under which the district can organize and deliver a wide variety of career programs. The Registered Apprenticeship Program (RAP) can fit as one piece of the Tech Prep strategy. Alberta Industry and Training (Alberta Apprenticeship) is supportive of students in Edmonton Public Schools earning a Tech Prep credential through the RAP program, and having the student earn RAP, Tech Prep and their High School diploma. Other programs, such as the Career Technology Studies Apprenticeship Articulation Program, are suited to deliver the focused learning that is part of the Tech Prep program.

Background Information on Tech Prep
The Tech Prep program prepares students to not only succeed, but to excel. Since 1995, this program has been providing students with a practical approach to planning their future. The Alberta Tech Prep program offers students focused and goal-oriented learning. Positive work experiences and career education assist students in taking practical steps to achieve their goals. Projects such as preparing a detailed portfolio enable students to take stock of their skills and showcase them in a practical form that can be easily presented to future employers. This approach to learning serves to equip students with the practical, adaptable skills they require to succeed, and in so doing this program is helping to foster Alberta's reputation for developing a highly skilled workforce.

Starting in the spring of 2002 with the inclusion on the Alberta high school transcript, graduating students with Tech Prep qualifications will have the added value of seeing this on the transcripts they present to post-secondary institutes and potential employers. The Tech Prep program has proven to be a valuable asset to Alberta's learning system with the creation of 83 articulation agreements between Tech Prep consortiums and post-secondary institutions.

While this program has been very successful in meeting the needs of students, it is also succeeding in meeting the needs of employers. The collaborative nature of the program has offered employers an avenue to provide early direction to the people they may be hiring in the future. The partnership design provides an approach to learning that keeps it current and relevant, providing students easier transitions between school, further learning and work.

Components of Tech Prep
Tech Prep is a focused, goal oriented program combining challenging academic curriculum with employability skills to better prepare students for post-secondary training at the technical school or university level or direct entry into employment.

Academics in Math, Science, Communications and Social Studies
Incorporating real-life examples from business and industry gives context to learning within the Alberta Learning curriculum. Course content prepares students for a range of post-secondary programs and is also relevant for direct entry into the workforce.

Business/Industry Involvement
Off-campus learning opportunities enhance the curriculum and give students a first-hand look at the skills and attitudes needed in the labour market.

Career Planning
Comprehensive career guidance and planning focuses students in four broad career clusters:
· technology, science and natural resources
· business services
· human services
· arts

Students may switch their focus during their high school based on their interests and needs. Students develop and complete a Career Planning Employability Skills Portfolio that evolves throughout high school. This portfolio "graduates" with the student and assists them with their future career goals.

Active Articulation

Articulation is the process that links two (or more) educational systems within a community assisting students to make a smooth transition from one level to another without experiencing delays, duplication of courses or loss of credit. Articulation is a continuous process in which educational programs are reviewed and revised to provide curriculum that will prepare students to participate in post-secondary options and meet the needs of business and industry.

Staff Development

Teachers, guidance counselors and administrators are provided with relevant staff development to enhance the teaching/learning process.

The Tech Prep Advantage

· strong academic foundation
· enhanced career guidance and planning, building around broad career clusters
· improved employability skills with experience relating to career goals
· completion of a career planning/employability skills portfolio endorsed by Alberta employers
· business and industry commitment in providing work site learning opportunities
· encourages the development of critical thinking skills that form the foundation for success in the workplace
· students graduate with a Tech Prep credential that will meet entrance requirements into most college programs
· provides articulation with post-secondary programs allowing for advanced standing or advanced credit
· a partnership that involves local school districts, community colleges, business and industry

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APPENDIX I: Edmonton Public Schools – Technology Preparation Credential

EDMONTON PUBLIC SCHOOLS - TECHNOLOGY PREPARATION CREDENTIAL

Following are the minimum requirements for a Technology Preparation credential. Students must receive a High School Diploma to be eligible for a Tech Prep credential.

REQUIREMENTS	CREDITS
High School Diploma (minimum of 100 credits)	
English: 30 or 33 (matches diploma requirements)	15 credits
Social Studies: 30 or 33 (matches diploma requirement)	15 credits
Math: 30, Applied or Pure, or Math 33: should relate to Career Cluster (exceeds diploma requirements)	15 credits
Science: Bio 20, Chemistry 20, Physics 20, Science 20: should relate to Career Cluster (meets diploma requirements)	10 credits
Physical Education 10 (meets diploma requirements)	3 credits
Career Development Skills Courses: • CALM (meets diploma requirements) • Career Planning / Employability Skills Portfolio and Graduate Skills Presentation • Career Directions Courses – CTR1310, CTR2310, CTR3310 – (Optional)	5 credits non credit 1-3 credits*
Career Related Courses: • Student will complete a minimum of 10 credits from courses within the Career Cluster selected by the student. Related courses are listed in the table below. • Remaining credits may be selected from outside the student's designated Career Cluster, and on the principal's approval may include other high school and locally developed courses	20 credits*
Off-Campus Education • Work Experience, minimum of 200 hours related to the Career Cluster. (includes Military Work Experience, Career Internship, RAP) • Job Preparation - CTR1010	8 credits* 1 credit*
Personal and Job Safety Skills: • Personal Safety Management - CTR 1210 • First Aid/CPR Training - CMH 2120 Standard First Aid Certificate, including Level A CPR	1 credit* 1 credit*
Second Language (Basic Level)	5 credits*
*courses can be used to meet the diploma requirements of -10 credits from CTS, Fine Arts, Second Language, Physical Education, IOP, RAP, or locally developed -10 credits in 30 level course other than English or Social (e.g. 3000 level CTS, 36 level IOP, and 35 level RAP)	
Information Technology (ICT) – Demonstrated Competencies in word processing, database and spreadsheet	

CAREER CLUSTERS

Technology, Science and Natural Resources	Business Services	Human Services	Arts
Related Courses: • Agriculture • Communication Technology • Construction Technologies • Design Studies • Electro-Technologies • Energy and Mines • Fabrication Studies • Fashion Studies • Forestry • Mechanics • Wildlife • Sciences	Related Courses: • Enterprise and Innovation • Financial Management • Information Processing • Legal Studies • Logistics • Management and Marketing • Tourism Studies	Related Courses: • Community Health • Cosmetology • Foods • Phys Ed 30 • Psychology • Sociology • Second Language (Higher Level)	Related Courses: • Art • Communication Technology • Construction Technologies • Cosmetology Studies • Design Studies • Drama • Fabrication Studies • Fashion Studies • Music