

**POLICY ON ADMISSION AND REGISTRATION OF STUDENTS IN
ADULT GENERAL EDUCATION AND VOCATIONAL TRAINING**

Department responsible : Adult and Vocational Education	Approved by : _____ Director general
Effective date : June 5, 2019	Amended :
References : Policy CC-2018/2019-55	

The masculine gender is used without prejudice to facilitate reading.

1. PREMISES

1.1 **purpose** This procedure is intended to inform stakeholders, current and prospective students, and parents, if applicable, about admission requirements, admissions procedures, selection criteria and training locations.

2. ADMISSION REQUIREMENTS

2.1 **adult general education** To be admitted to a program in Adult General Education, a person must meet the following two conditions:
 a) be at least 16 years of age on June 30 of the year preceding admission;
 b) not be enrolled in general education in the youth sector¹;

2.2 **program leading to a diploma of vocational studies(DVS)** To be admitted to a program leading to a Diploma of Vocational Studies, a person must :
 a) hold a Secondary School Diploma or have prior learning that is recognized as equivalent;
 OR
 b) be at least 16 years of age on September 30 of the school year during which he or she begins his or her vocational training and, according to the specific admission requirements for the program established by the Minister, have earned the required Secondary III, IV, or V credits in language of instruction, second language and Mathematics or have prior learning that is recognized as equivalent;

¹ Furthermore, individuals under 16 years of age who hold a Training Certificate for a Semiskilled Trade may be admitted to adult general education.



OR

c) be at least 18 years of age upon entry into vocational training and have the functional prerequisites, that is, successful completion of the General Development Test (GDT) as well as, according to the specific admission requirements for the program established by the Minister, have the specific prerequisites in language of instruction and/or mathematics;

OR

d) have earned Secondary III credits in language of instruction, second language and mathematics in the programs established by the Minister and be taking, concurrently with his or her vocational training, general education courses in Secondary Cycle Two programs established by the Minister and required for admission to the program leading to a DVS and for the awarding of a diploma;

OR

e) in the case of a student who is at least 18 years of age when beginning training, and who was not enrolled as a full-time student in the regular sector within the past six months, the prerequisites are determined on a case-by-case basis following an analysis of the student's records. This analysis must take into account academic equivalencies, fluency in the language of instruction as well as the student's personal motivation.

2.3 study leading to an attestation of vocational specialization (AVS) To be admitted to a program leading to an Attestation of Vocational Specialization (AVS), a person must:

a) hold a Diploma of Vocational Studies (DVS) related to the trade or occupation corresponding to the program selected or have been granted recognition of equivalent learning²;

OR

b) practice a trade or occupation related to the program.

2.4 how to apply To apply for one of Kativik Ilisarniliriniq's Adult Education programs, the following options are available:

a) The Adult Education Application Form may be completed directly on the website at:

<https://www.kativik.qc.ca/adult-education/student-application/>.

The completed form will then be sent to a SARCA counsellor (Service d'accueil, de référence, de conseil et d'accompagnement) in Adult Education.

²Note : There are no admission requirements for the Starting a Business program.



- b) Applicants may apply in person at one of our training centres (see list in Appendix) and submit all required documents. The completed form will then be forward to a SARCA counsellor.
- c) If there is no training centre in a given community, applicants may contact a SARCA counsellor directly (see contact information in Appendix) or complete an application form available at the secondary school in that community.

2.5 required documents The only document required for registration is:

- An original or certified true copy³ of the birth certificate (long version issued by the Directeur de l'état civil).

2.6 registration period and deadline to submit documents **General education (ongoing admissions):**

- The application form must be submitted to a SARCA counsellor along with all supporting documents before the desired start date.
- The advisor will communicate with the student in order to assess his or her student recors and develop a customized training plan in line with his/her acquired competencies, needs and objectives.

Vocational training:

- The application form and all supporting documents must be submitted at least **2 weeks prior** to the program start date. Some programs have ongoing admissions. Applications received after this period will only be considered on a space availability basis only.

2.7 admission to many programs Applicants may only submit one application form at a time for the programs offered. A new application may be submitted only after the verdict on the initial admission application has been received.

3. PROCESSING APPLICATIONS FOR ADMISSIONS

Applications must be submitted along with all required supporting documentation. Applications received by the due date will take precedence over those received at a later time. Admission requirements must be met by all applicants regardless of when their application is received by Adult Education.

³ A certified true copy is a copy of an original document that is mandatorily certified true to the original by a Quebec educational establishment either by signing or by stamp.



3.1 training profile A SARCA counsellor analyzes the applicant's entire file and communicates with the applicant **within a maximum of 3 days** to schedule a meeting.

At the meeting, the SARCA counsellor will:

- Determine the training objectives;
- Assess the academic record;
- Evaluate the possibility of acquired competencies;
- Recommend the type of training (full-time, part-time, distance education, RAC);
- Determine the compulsory and complementary subjects to complete in order to achieve the desired objectives;
- Determine the starting course code (a level higher than the one already completed);
- Determine attendance and the approximate number of training hours;
- Complete the training profile;
- Sign and have the training profile signed;
- Inform the student of the location, schedule and start date of studies;
- Complete the registration form and forward it to the centre for the student to sign on the first day of classes.

3.2 student identity On the first day of training, students must sign their registration forms. The forms will then be sent to the facility's technician to be kept in the student's file.

3.3 confirmation of admission to vocational training The SARCA counsellor communicates with students to advise them of their training start date.

3.4 adult general education service offering The service offering is completed at the start of training. This offer indicates the start and end date of training as well as the number of hours scheduled per week for the student. Also included is the teaching service.

4. SELECTION CRITERIA

When the number of applicants meeting the admission requirements exceeds the number of spaces available in a vocational training program, a Selection Committee ⁴ will be created to evaluate applications and select candidates.

Additional selection criteria will apply including, but not limited to, an analysis of academic records, attendance records, career plan and/or previous work and experience.

⁴ The Selection Committee is made up of education consultants, a manager and other members, if necessary.



5. GOING BACK TO SCHOOL

- 5.1 [steps to follow](#) Students who have only completed a part of their studies and left school for a reason that was considered valid by Adult Education, must meet with a SARCA counsellor. Following this meeting, the steps to follow in order to go back to school will be provided and a new and updated training profile will be created.
- 5.2 [upgrading](#) In order to ensure conditions for student success, Adult Education may request an assessment of the level of proficiency of skills already certified and recommend an upgrading of these skills prior to going back to school.
- 5.3 [going back to school after an expulsion](#) Any student who has been expelled from a program offered by Adult Education and Vocational Training may not reenroll in another program for at least six (6) months following the expulsion date.

6. APPLICATION AND INTERPRETATION

- 6.1 [previous provisions](#) This procedure replaces all other procedures of Kativik Ilisarniliriniq pertaining to this subject, while respecting the policies and directives adopted by the Council of Commissioners, if applicable.
- 6.2 [application and interpretation](#) All persons mentioned in this procedure must comply with all the provisions provided for and all management personnel of the school board must ensure that all the provisions of this procedure are applied and respected.
- The Administration of Adult Education is responsible for providing support on the interpretation of this procedure and ensuring that this procedure is updated as needed.
- 6.3 [exemption from the rule application rules](#) Any exemption from the application rules contained herein must be approved by the Administration of Adult Education.



APPENDIX

SARCA Counsellor
1 800 361-2244, ext. 355
1 514 482-8220, ext. 355

TRAINING LOCATIONS

Kajusivik Centre C.P. 309 Kuujjuaq (Québec) J0M 1C0	Kangiqsujuaq Adult Education Centre C.P. 142 Kangiqsujuaq (Québec) J0M 1K0
Qaunnaq Centre C.P. 69 Salluit (Québec) J0M 1S0	Puvirnituaq Adult Education Centre C.P. 299 Puvirnituaq (Québec) J0M 1P0
Nunavimmi Pigiursavik Centre C.P. 326 Inukjuak (Québec) J0M 1M0	Kuujjuaraapik Adult Education Centre C.P. 30 Kuujjuaraapik (Québec) J0M 1G0
Tullik Centre 2 Boulevard de la Salette Saint-Jérôme, QC J7Y 2W5	

