

Title	ADULT AND CONTINUING EDUCATION	Procedure No.	5004a
Department	OPERATIONS SERVICES		
Reference(s)	- Policy: Adult and Continuing Education - <i>Education Act 33 (1), 49</i> - <i>Regulation 285.234</i>	Effective Date	2000 June 27

1.0 Overview

Adult and Continuing Education enables people to engage in purposeful learning activities at various points in their lives. It involves the provision of credit and non-credit courses for individuals who wish to study part-time or full-time in settings other than the traditional settings offered in elementary or secondary school.

2.0 Program Offerings, Locations and Conditions

- 2.1 The programs offered throughout the Thames Valley District School Board may include, subject to sufficient enrolment, credit courses for an Ontario Secondary School Diploma during the day or evening, English as a Second Language, Literacy and Basic Skills (LBS), summer school, driver education, general interest, workplace training, International Languages and self study.
- 2.2 The regional Adult Education Centres are located in London (Wheable Adult Centre), Strathroy (Kenwick Mall), Woodstock (Blossom Park School), Tillsonburg (The Livingstone Centre) and St. Thomas (Adult Learning Centre). Adult and Continuing Education operates, as well, in a large number of community sites.

3.0 Secondary School Registration of Students Age 21 or Over (Administered by Operations Services)

- 3.1 For September registration, individuals who reach the age of 21 by December 31 of any calendar year, and individuals who are older than age 21, and
- who have attended one or more secondary schools for a total of seven or more school years; or
 - who did not attend secondary school for a total of four or more school years beginning after the end of the calendar year in which the person attained the age of 16 years; or
 - a person in respect of whom funding for a board is calculated (in accordance with the regulations made under subsection 234) on the same basis as funding in respect of a person enrolled in a continuing education course or class;

shall be directed to enrol in a continuing education course or class operated by the Board.

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3.2 Where the Board does not offer a course in the area serviced by the Community Education Centre (CEC) in the required subject as part of its continuing education courses and classes but does offer a course in the required subject in its secondary school day program, the person shall be permitted to enrol in the day school course in the required subject, provided that this specific course is necessary and subject to space availability:

- to qualify for an Ontario Secondary School Diploma, or
- to qualify for admission to a university or college of applied arts and technology, or
- to enter a trade, profession or calling.

Such person must be registered on a continuing education roll.

3.3 Approval of exceptions in accordance with Section 2 of these procedures shall be the responsibility of the Superintendent of Education. Prior to approval, there will be discussion at a meeting of Operations Council where appropriate.

3.3.1 Examples of exceptions:

- A 21-year-old requires one of the compulsory courses to attain an OSSD and that course is not available in a continuing education class. Should this exception apply, then the student should only attend day school for that credit and is required to take all other credits through continuing education.
- A 22-year-old requests a specific course in order to meet the general admission requirements of a college or university and that course is not available in a continuing education class. (Specialized courses such as art, auto mechanics or physics may not be necessary to meet general admission requirements, in which case enrolment in day school would usually be denied).

3.4 The exceptions noted above are the only exceptions where students should be in class with regular day school students.

3.5 Funding:

- Where students are admitted under the above exceptions, the Board will receive continuing education grants, not day school grants.
- For contractual purposes with OSSTF, students admitted as exceptions will be considered day school students for that credit.