

**Department of Immigration, Population Growth and Skills**

**Apprenticeship and Trades Certification Division**

**APPRENTICESHIP ACCREDITATION**

**ANNUAL MAINTENANCE REPORT**

**Submit to**:

Provincial Apprenticeship and Certification Board

c/o Department of Immigration, Skills and Labour

Standards & Curriculum Section

P.O. Box 2006

Corner Brook, NL A2H 6J8

**Training institutions are required to complete this report for all accredited apprenticeship programs they offer. Submit the completed report to the Provincial Apprenticeship and Certification Board at the above-noted address by the date specified by Department of Immigration, Population Growth and Skills Accreditation Staff.**

**If concerns were identified during the previous site visit, details on how these concerns have been addressed must be noted in this report.**

**Failure to submit the completed report to the Board within 30 days of the due date could result in the program accreditation being revoked. Extenuating circumstances which prevent meeting this deadline must be detailed in writing to the Board before the due date.**

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| --- | --- | --- | --- |
| Training Institution: | | | |
| Campus (if applicable): | | | |
| Program: | | | |
| Level (check one): | Entry Level | | Entry & Advanced-Level |
| Reporting Period: From To | | | |
| Due Date: | | Date Submitted: | |

**Contact Person: Phone Number:**

Please indicate whether there have been changes in any of the following areas. Details of any changes should be explained in full on a separate sheet and attached with your submission.

1. **Instructional Staff (Core Courses)**

* Attach a **list of all core instructors** in the program during the reporting year, note **all courses taught** by each instructor, the dates the courses were offered and include their **class and shop schedules**.
* **If there are core course instructor changes, attach** **new core instructor credentials** (i.e., copies of transcripts/certificates/diplomas)
* If applicable, attach **updated** transcripts from Memorial/CNA pertaining to the **Post-Secondary Instructor’s Certificate program (or equivalent)** for all **current core course instructors**. If a core course instructor does not have a **Post-Secondary Instructor’s Certificate** and has not worked towards this credential, please provide a brief explanation as to why.

1. **Instructional Staff (Essential Skills Courses)**

* Attach a **list of all instructors** teaching the essential skills in the program during the reporting year, note **all courses taught** by each instructor, the dates the courses were offered and include their **class schedules**.
* **If there are instructor changes (essential skills), attach** **new instructor credentials** (i.e., copies of transcripts/certificates/diplomas)
* If applicable, attach **updated** transcripts from Memorial/CNA pertaining to the **Post-Secondary Instructor’s Certificate program (or equivalent)** for all **current instructors** teaching essential skills. If such an instructor does not have a **Post-Secondary Instructor’s Certificate** and has not worked towards this credential, please provide a brief explanation as to why.

1. **Instructional Support Staff (demonstrators, instructional assistants)**

* If applicable, attach a **list of all demonstrators/instructional assistants** in the program during the reporting year, noting **all courses** in whichthey assist and include their **class and shop schedules**.
* **If there are changes, attach new demonstrators/instructional assistants’ credentials** (i.e., copies of transcripts/certificates/diplomas)

1. **Faculty Evaluation**

* Attach copies of student evaluations for all instructors in the program for the reporting year. If individual evaluations are submitted, please remove/redact the students’ names. Statistical reports per instructor are acceptable.

1. **Educational Facilities and Equipment**

* Provide details, if any, of changes to facilities and equipment in the program. If available, attach photos, documentation, or other evidence of such changes.

1. **Course Portfolios**

* Please send the most recent **course portfolios** for the following courses:
  + Course 1:
  + Course 2:
* Attach all theoretical and practical evaluation tools with samples of student work. There must be samples of student work from the lower end, midpoint, and higher end range of achievement for each evaluation.
* It is mandatory that **evidence of completion of all practical requirements** be attached.

1. **Student Statistics for Reporting Period**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Indicate Entry Level **(EL)** or Advanced Level **(AL)** | Enrollment Date  (mm/yy) | Number of students who enrolled | Completion Date (mm/yy) | Number of students who completed | Number of students still enrolled | Number of students who did not complete for academic reasons | Number of students who did not complete for other reasons |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **Current Graduate Satisfaction**

* The Campus must provide names and contact information (phone number and email address) of at least **five (5) graduates** of the program during the reporting period. If fewer than five individuals graduated, kindly provide information for all graduates. The graduates must be contacted by a Campus representative and advised that the Program Development Specialist will be contacting them to ask that they provide feedback on the program.
* If the program involves **on-the-job training**, attach copies of employer feedback forms for graduates obtained during the reporting period.

1. If applicable, attach any revised policy and/or procedures pertaining to admission, retention, requirements for graduation, recognition of prior learning, inclusion and/or safety.
2. Please address any concerns cited in the site visit final report. **Be as specific as possible.** Attach evidence to show that concerns are being addressed.