

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES



Private Career Colleges Act, 2005

FACT SHEET #6

**Training Completion Assurance
Fund (TCAF)**

**Information for Training
Completion Providers**

Issued: February 9, 2009

Table of Contents

DEFINITIONS..... 2

WHAT IS A TRAINING COMPLETION PROVIDER?..... 3

I AM INTERESTED IN BECOMING A TRAINING COMPLETION PROVIDER. HOW DO I APPLY? 3

WHAT IS THE MINISTRY EVALUATION/SELECTION PROCESS? 5

TRAINING COMPLETION AGREEMENT 6

RESPONSIBILITIES OF TRAINING COMPLETION PROVIDER 7

 Prior Learning Assessment and Recognition7

 Student Transcripts8

 Role of Monitor8

 Contract between Student and Training Completion Provider not required9

DEFINITIONS

In this document:

- Monitor – In situations where the training completion provider chooses to continue operations at the site of the closed PCC, the person appointed by the training completion provider to oversee the training completion
- Refund – means a refund of fees owing to a student for a discontinued vocational program (could be full or partial refund)
- Training Completion - means training provided to allow students enrolled in a vocational program to complete their training in the event of a closure of a registered private career college
- Training Completion Provider– means an institution, organization or person that will be providing a training completion to students as part of a training completion agreement with the Superintendent
- Unearned fee - means a pre-paid fee in respect of a vocational program that is unearned by the private career college because the program or a paid portion of the program has not yet been provided
- Vocational program – means a program that was approved by the Superintendent under the *Private Career Colleges Act, 2005*.

WHAT IS A TRAINING COMPLETION PROVIDER?

A training completion provider is an institution, organization or person that will be providing a training completion to students in the event of a sudden closure of a private career college (PCC). A training completion agreement with the Superintendent is required. A training completion provider does not need to be a registered private career college, pursuant to section 40 (3) of O. Reg. 414/06 the Superintendent may approve another person or organization to provide a training completion, even if that person is not approved to offer the program under the *Private Career Colleges Act, 2005*, such as a community college.

I AM INTERESTED IN BECOMING A TRAINING COMPLETION PROVIDER. HOW DO I APPLY?

In order to be eligible for selection as a potential training completion provider when a PCC suddenly closes, candidates must submit a brief proposal to the Superintendent, outlining how they intend to deliver the training completion. The ministry will be working with the Ontario Association of Career Colleges (OACC) and Association of Private Colleges (AOPC) to identify potential training completion options.

The proposal must outline:

- What programs the provider is capable of delivering;
- How many students could be accommodated;
- The anticipated cost per student per week of the training completion or total cost for a set number of students (i.e. \$50,000 for five students)¹;

¹ Training completion providers can divide the total fees for a program by the program's duration to arrive at an estimated cost per student per week. A training completion provider does bear some risk that students may need additional training once the Prior Learning Assessment and Recognition (PLAR) has been conducted.

- The location of the training completion site;
- the availability of off-site placements, placement host agreements and Work Safety and Insurance Board (WSIB) insurance, if the training completion will have an off-site placement or practicum;
- Confirmation that appropriate staff, resources and facilities can be made available throughout the duration of the training completion
- The earliest possible start date for the training completion(s);
- The maximum duration of the training completion(s);
- Dates and times classes will be offered;
- How the provider plans to assess prior learning, including a plan to engage relevant third-parties in discussions around Prior Learning Assessment and Recognition (PLAR), if the program has a third-party examination (e.g. National Association of Career Colleges (NACC) Personal Support Worker (PSW) exam);
- The credential² the student will receive upon completion of the program;
- Confirmation of the off-site location where the student's transcripts will be maintained; and
- The name and contact information of the monitor, if any will be used, and information outlining the monitor's relation to the training completion provider.

Alternatively, a training completion provider may agree to conduct a training completion and may provide a total (lump sum) cost for providing a training completion to a set number of students.

² Upon the student's successful completion of his/her training, the credential will be awarded by the institution from which he/she obtained the training completion (i.e. training completion provider)

WHAT IS THE MINISTRY EVALUATION/SELECTION PROCESS?

The selection of training completion providers will be based on the training completion proposals that are submitted to the Superintendent. The proposal will allow the Superintendent to evaluate the provider's ability to deliver the training completion effectively.

Pursuant to section 40 (2) of O. Reg. 414/06, in determining whether a training completion is feasible or not, the Superintendent must consider whether:

- (a) the person, private career college or organization is capable of providing training that is comparable in content and quality to that of the discontinued vocational program in which the former students had been enrolled;
- (b) the person, private career college or organization is reasonably accessible to the former students;
- (c) the person, private career college or organization agrees to provide the training completion on such terms as may be determined by the Superintendent; and
- (d) the cost of the training completion is less than the maximum amount payable under subsection 47 (6) of O. Reg. 414/06.

The Superintendent will also consider whether the Training Completion Provider:

- Can effectively administer Prior Learning Assessment and Recognition (PLAR);
- Is in good standing in terms of meeting its compliance obligations (if the provider is a regulated entity);

- Has the capacity to issue credentials and maintain transcripts;
- Can start (and finish) delivering the training completion in a timely fashion; and
- is financially viable

One approach is to provide options to students and let them choose the training completion provider that is most appropriate for them.

Students maintain the right to choose whether or not to accept an available training completion option. It is important to note that being selected as a potential training completion provider does not guarantee that students will attend a training completion at your institution.

TRAINING COMPLETION AGREEMENT

Once students have selected their training completion provider, the training completion provider must sign a training completion agreement with the Superintendent. The agreement will be developed by the Superintendent. Some terms of the agreement will be negotiable; others will be a condition of approval as a training completion provider.

A training completion provider cannot charge a fee to students for delivering the training completion, unless the training completion agreement provides for the recovery of the unpaid fees [O. Reg. 414/06, subsection 41(2)].

In general, a training completion agreement should consist of:

- The names of the students who will attend the training completion, as well as any outstanding fees payable to the

training completion provider by each student (i.e. fees that were unpaid to the closed PCC);³

- The title of the vocational programs that the students will be completing;
- The credential that the training completion provider will issue to students upon graduation;
- The students' expected start and end dates for the training completion;
- The amount to be paid to the training completion provider by the ministry using the security and TCAF funds.

RESPONSIBILITIES OF TRAINING COMPLETION PROVIDER

In addition to ensuring that students are able to complete the training that they started at the closed private career college, a training completion provider is responsible for issuing diplomas/certificates, for maintaining appropriate student records and for maintaining access to transcripts. Though the complete list responsibilities will be included in the training completion agreement, the training completion provider should keep the following information in mind:

Prior Learning Assessment and Recognition

The training completion provider must assess a student's previously acquired knowledge, skills, and competencies. The provider is responsible for conducting any prior learning assessment and recognition (PLAR) in accordance with its own policies and procedures on PLAR, as identified to the Superintendent in the

³ The general policy is that students will pay any outstanding fees to the training completion provider directly. Payments of outstanding fees will be between the student and the training completion provider as per the terms of the training completion agreement and the student contract with the training completion provider. MTCU will not be responsible for collecting or dispensing any outstanding fees.

training completion proposal. A copy of documentation relating to any PLAR must be maintained in the student file.

The training completion provider accepts the risk that some students may need additional training above and beyond that which was estimated at the time the provider entered into the training completion agreement with the Superintendent.

Student Transcripts

Training Completion Providers must ensure that students have access to their transcripts for a period of 25 years after they complete a vocational program. Training Completion Providers are required to transfer a student's transcript to an off-site facility, approved by the Superintendent, within 90 days of the student leaving the college. In addition, a person approved by the Superintendent who will be responsible for issuing transcripts to students must be retained by the training completion provider.

A list of Superintendent approved vendors maintaining students transcripts is available online at:

www.edu.gov.on.ca/eng/general/vendors.html.

Role of Monitor

In some instances, it may be possible for a training completion provider to provide the training completions at the site of the closed PCC by keeping the existing facilities open. Instructors could be maintained and classes could continue with minimal disruption to students. However, this option may not be available in all cases.

In the event that a training completion provider decides to operate in this manner, a monitor would be appointed by the training completion provider to oversee a training completion, as detailed in the provider's training completion proposal to the Superintendent.

The monitor will act in a capacity similar to that of a campus administrator, ensuring that the operations at the site of the training completion run smoothly. The monitor will resolve student issues and ensure that the program is delivered effectively.

Contract between Student and Training Completion Provider not required

Because the Superintendent is entering into an agreement with the training completion provider on behalf of the students and students are not paying fees directly to the training completion provider, **students are not required to sign individual contracts with the training completion provider.** This approach is consistent with the policy on third-party funded students, as set out in the [Superintendent's Policy Directive #1: Exemption of Vocational Programs funded by a Third-party.](#)

There is **one exception** to this rule. Pursuant to subsection 41(2) of O. Reg. 414/06, a training completion provider may charge a fee to a student if: 1) the student owed all or part of his or her fees to the former private career college; and 2) the training completion agreement between the Superintendent and the training completion provider allows for the recovery of such unpaid fees. **If the training completion provider is permitted to charge any fees to students, a student contract must be signed. Please see Enrolment Contract Between Training Completion Provider and Student.**

This document is provided for your information and convenience only. It is not a legal document. For further information and the exact wording please refer to the *Private Career Colleges Act, 2005* and regulations.

Need More Information?

If you have questions about the *Private Career Colleges Act, 2005* contact the Ministry of Training, Colleges and Universities at:

Ministry of Training, Colleges and Universities
9th Floor Mowat Block
900 Bay Street
Toronto, ON M7A1L2

PIB@ontario.ca
Telephone: (416) 314-0500 or 1-866-330-3395
Fax: (416) 314-0499

OR

Visit our website at: www.edu.gov.on.ca/eng/general/private.html

The full text of the act and regulations can also be downloaded from the Ontario government E-Laws website at:
www.e-laws.gov.on.ca