

**FIRST NATIONS SCHOOLS  
CO-OPERATIVE EDUCATION PROGRAM**

**PROGRAM GUIDELINES**

**1997-1998**



**Indian and Northern Affairs Canada**

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### Appendix 1: Example of a Concept Proposal

# **FIRST NATIONS SCHOOLS CO-OPERATIVE EDUCATION PROGRAM PROGRAM GUIDELINES**

## **1. Background**

Under the federal government's Youth Employment Strategy, the Department of Indian Affairs and Northern Development (DIAND) received \$6 million for 1997-1998 and \$6 million for 1998-1999 to renew and expand the First Nations Schools Co-operative Education Program. This program will support First Nations schools in establishing or expanding co-operative education programs.

## **2. Program Goal**

The program will fund proposals to establish or expand co-operative education programs in First Nations schools on reserve, federal schools and in Aboriginal schools administered under the James Bay and Northern Quebec Agreement and the Northeastern Quebec Agreement.

## **3. Objectives**

By providing funds to eligible organizations, the First Nations Schools Co-operative Education program is intended to:

- increase the number of co-operative education programs in schools on reserve and in Aboriginal schools administered under the James Bay and Northern Quebec Agreement and the Northeastern Quebec Agreement;
- provide opportunities for students in grade 7 through 13 (sec. I through sec. V) to combine school-based learning with workplace/community experience. Programs will be designed locally to reflect individual community circumstances and requirements;
- increase the rate of high school graduation and subsequent employment among First Nations youth;
- facilitate the transition from school to employment; and,

- foster partnerships between schools and public and private sector employers for co-operative education work experience.

#### **4. Eligibility Criteria**

##### **4.1 Eligible organizations**

Eligible organizations are:

- First Nations schools on reserve with students in grade 7 (sec. I) and over through their administering organization;
- the Grand Council for the Crees;
- the Kativik Regional Government; and,
- the Naskapi Band Council.

##### **4.2 Eligible students**

Students eligible to participate in the program are full-time students in grades 7 through 13 (sec. I through sec. V in Quebec), reported under DIAND Nominal Roll and attending schools on reserve<sup>1</sup> or in Aboriginal schools under the James Bay and Northern Quebec Agreement and the Northeastern Quebec Agreement.

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<sup>1</sup> This would include students in Conne River and Nuw-chah-Nulth)

### 4.3 Eligible proposals

In order to be eligible for funding, a co-operative education program must:

- be based in a First Nation school on reserve or an Aboriginal school administered under the James Bay Northern Quebec Agreement or under the Northeastern Quebec Agreement;
- include work placement activities (hands-on experience in out-of-school work settings) during the school year, linked to academic study and classroom theory;
- include counselling for and supervision of participating students: i.e., preparation, monitoring and coaching of the students and career counselling activities;
- take into consideration respective provincial co-operative education programs and policies for accreditation purposes where applicable;
- include a plan for evaluation of the students and the program; and
- have support and commitment of resources from the community (band council, school committee, parents committee, employers, unions,...) e.g., letters of support.

It is recognized that the length and type of work/community placement activities will vary with the level of education of the students and the employment characteristics of the region where the schools are situated.

## 5. **Applications**

The goal of this program is to fund proposals to establish or expand co-operative education programs. Interested schools should apply by submitting a proposal outlining the overall concept for their program. Deadline for submitting a proposal will be determined by regional organizations involved in the management of the program.

The "Concept Proposal" must include all of the following:

- name and address of organization seeking funding with a contact person;
- name and location of the school(s);
- statement of objective and outline of the proposed program;
- identification of community support and resources that could contribute to the program, including the school, First Nations organization(s) and employers;
- anticipated number, gender and grade levels of participants;
- identification of potential work placements; and,

- estimated costs for the **design and implementation** of the co-operative education program.

Where a school has already established a co-operative education program, applicants must attach to their concept proposal a copy of any available evaluation report completed for the previous school year.

Appendix 1 is a suggested format for the concept proposal.

The **design** of a co-operative education program may require the school to modify some of its curricula and its school policy to include co-operative education. It may also require some in-service training on co-operative education for teachers and career counsellors.

The **implementation** of a co-operative education program involves a series of activities: identification of potential employers; selection of students for the program; parental consent for student participation in the program; preplacement orientation activities; matching of students with employers; development of student's individual learning plan; signing of co-operative education agreements; work placement and feedback activities; and, an evaluation of the students and the program.

Therefore, eligible expenses for designing and implementing the program are:

- salaries and employee benefits not already covered by existing programs, including DIAND elementary/secondary education and band support/tribal council funding;
- travel (when required to meet with potential employers);
- education professional staff training on co-operative education;
- additional costs related to administrative issues: e.g., insurance coverage for students during work placement (when not covered by employers);
- specific clothing for students required by the work place (provide explanation of why this is necessary);
- room and board for students who must live away from home during their work placement;
- transportation of students and teachers during the work placement period; and,
- contractual fees.

**Students are not to receive any salary or other form of remuneration. The purpose of the co-operative education program is to provide skills and learning experience and possible credit towards high school graduation.**

## 6. Review and Approval Process

The review and approval of proposals, including the budget to be allocated to each proposal, will be completed by the regional organization responsible for the management of the program.

The review of all concept proposals submitted must ensure that proposals are consistent with DIAND's national Program Guidelines. The determination of maximum contributions to be allocated to each successful proposal should ensure sufficient funding is allocated to foster success.

All applicants will be informed of the decision of the of the responsible regional organization. Successful applicants will receive approval of an initial funding for up to a full-time teacher (salary and employee benefits), depending on the number of students, and 15 percent of this amount for administration costs. (This amount should correspond to approximately 75 percent of total proposed budget for the program.) With this amount, the school will be able to design the program and undertake preplacement activities.

As an indication, schools with enrolment in grade 7 through 13 of:

- **300 students and more** may be eligible to **one full-time teacher**;
- **between 150 and 299 students** may be eligible to **.75 of a full-time teacher**;and,
- **between 1 and 149 students** may eligible to **up to half of a full-time teacher**.

Approval of proposals submitted by schools funded under the program the previous year could be subject to the final evaluation report of the previous year's project.

**By December 1**, successful applicants will submit a progress report to the managing organization that must include all of the following:

- name and address of organization receiving funding with a contact person;
- name and location of the school (s) participating;
- goals and objectives of the program;
- detailed description of the program (curricula, work/community placement activities, links with provincial co-operative education programs and policies for accreditation purposes, modifications to school academic programs,...);

- implementation plan including: time frame for implementation; counselling and support activities for students and employers; and, provision of any necessary clothing and transportation;
- number, gender and grade levels of students participating;
- list of employers who will provide work placements;
- plan for the monitoring and assessment of students during work placement;
- revised budget for the design and the implementation of the program including contributions from the community and the participating employers; and,
- plan for the evaluation of the students and the program.

The responsible regional organization will then review the report and give approval to release the balance of the funds needed to complete the implementation of the program including work placement and evaluation activities.

## **7. Funding Arrangements**

DIAND will distribute funding to approved applicants according to DIAND's Comprehensive Funding Arrangement National Model (CFA-NM), the Alternative Funding Arrangements - national standard agreement (AFA-NSA) or the Financial Transfer Agreement (FTA). For stand alone funding arrangements, a single purpose flexible transfer payment agreement should be developed in accordance with the program guidelines.

## **8. Final Evaluation Report**

Successful applicants must provide, **by the end of June**, a final evaluation report on the implementation of the program. Each report must include the following:

- name and address of organization which received funding with a contact person;
- the name of the school(s) and the name and phone number of a contact person;
- the identification of each student who participated in the program (full name, gender, student identification number from the Indian Registration System and grade level);
- the list of employers who provided work placements and the name of students who received workplace experience from each employer;
- a detailed assessment of the implementation/operation of the program (recommendations for changes, other comments)
- a financial report (total spent on the program; Co-operative Education program's portion; other funding sources; amount spent on managing the program)
- evaluations of the program by at least half of the participants (students and employers)

## Appendix 1

### Concept Proposal

1. Name and address of organization seeking funding:

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2. Contact person: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

3. Name and location of the school(s) participating (if different than 1 above.):

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4. Statement of objective and outline of the proposed program:

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5. Identification of community support and resources that could contribute to the program:

[illegible]

6. Potential number, gender and grade levels of young people who could participate in the proposed program:

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7. Identification of potential work placements (including type of work activities):

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8. Estimated costs for the design and implementation of the co-operative education program:

- amount for the design of the program (if it is a new program);
- amount for preplacement activities;
- amount for work placement activities (monitoring, insurance, transport, room and board,...);
- amount for evaluation of the student and the program.

**Note:** If your school has already established a co-operative education program, you must attach a copy of any available evaluation report completed for the previous school year.