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## Alberta Learning Annual Report 2002/03

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## 2. Preface

### Public Accounts 2002/03

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The Public Accounts of Alberta are prepared in accordance with the *Financial Administration Act* and the *Government Accountability Act*. The Public Accounts consist of the annual report of the Government of Alberta and the annual reports of each of the 24 Ministries.

The annual report of the Government of Alberta released June 2003 contains the Minister of Finance's accountability statement, the consolidated financial statements of the Province and a comparison of the actual performance results to desired results set out in the government's business plan, including the *Measuring Up* report.

**This annual report of the Ministry of Learning contains the Minister's accountability statement, the audited consolidated financial statements of the Ministry and a comparison of actual performance results to desired results set out in the Ministry business plan. This Ministry annual report also includes:**

- **the financial statements of entities making up the Ministry including the Department of Learning and the Alberta School Foundation Fund for which the Minister is responsible,**

- **other financial information as required by the *Financial Administration Act* and *Government Accountability Act*, either as separate reports or as a part of the financial statements, to the extent that the Ministry has anything to report,**
- **financial information relating to accountable organizations and trust funds which includes the Alberta Teachers' Retirement Fund, school authorities in the public education system (public and separate school boards and charter schools), the universities, technical institutes, public colleges and the Banff Centre for Continuing Education.**

### 3. Minister's Accountability Statement

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The Ministry's Annual Report for the year ended March 31, 2003 was prepared under my direction in accordance with the *Government Accountability Act* and the government's accounting policies. All of the government's policy decisions as at September 10, 2003 with material economic or fiscal implications of which I am aware have been considered in the preparation of this report.

[original signed by]

Dr. Lyle Oberg  
Minister of Learning

## 4. Minister's Message

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Just as Albertans seek to improve themselves through lifelong learning, the Ministry of Learning is engaged in the continuous improvement of our learning system. Both journeys of improvement are intertwined and collaborative, with learners, educators, parents, the community and the province working together towards common goals.

The past year has been a journey of accomplishments and challenges. Our ministry must ensure the learning system is responsive to the educational needs of all Albertans, while remaining flexible and sustainable. To this end, the Commission on Learning was established to conduct a comprehensive review of the basic learning (K-12) system to aid us in planning for the future.

While the Commission dialogued with Albertans, the Ministry continued to demonstrate leadership in making the most of our significant investment in education through the redesign of the basic learning funding allocation model, development of an Apprenticeship Tuition Fee Policy, the Post-Secondary Strategic Framework including a revised tuition fee policy, and the work to develop a Technology Standards and Standard Solution Policy Framework.

Alberta played a leadership role nationally in a number of Council of Ministers of Education Canada (CMEC) initiatives, including development of Pan-Canadian post-secondary priorities and a framework to guide the future evolution of student financial assistance, as well as building an online portal of online resources. The province is leading the redevelopment of the Canada-wide testing program, with the Pan-Canadian Assessment Program (PCAP) replacing The School Achievement Indicators Program (SAIP). Also a partnership was initiated with British Columbia's Ministry of Education to strengthen the learning systems of both provinces.

Internationally, the high quality of our learning system continues to stand as a model of success and Alberta is embracing global opportunities to benefit learners at home and share our expertise around the world. We led a Mission to Asia that expanded our international education partnerships, and worked with Cuba, Trinidad, China and Bermuda to assist in

setting up apprenticeship training systems. Alberta's excellent international results in reading, science and math (PISA 2000) and innovations (Alberta Initiative for School Improvement -- AISI), drew international attention, resulting in international speaking engagements at the Organization for Economic Cooperation and Development (OECD) conference in Berlin and at an educational leadership conference in Australia. While abroad, we signed agreements for teacher exchanges and collaborative e-learning projects with Australia and New Zealand, and initiated an agreement with Saxony for school twinnings as well as exchanges of information, teachers, students and language assistants.

Alberta's commitment to innovation puts us at the leading edge of advancements in education. Teachers across the province continued to discover and share effective practices through AISI projects. The Grade 9 Science e-textbook engaged students by expanding the borders of learning beyond the printed page. We also employed innovative thinking and approaches across the system to improve opportunities for Aboriginal learners.

The high achievement of all the province's learners continues to be a priority and we can celebrate some very positive results. Alberta's 13 and 16 year olds ranked among Canada's top three jurisdictions on the SAIP writing assessment, and more high school students qualified for Rutherford Scholarships, a reflection of the academic excellence being achieved by Alberta's students.

Whether it is the outstanding marks of a student or enhancements to the learning system, the accomplishments of 2002/03 are the result of an ongoing journey of continuous improvement. As a Ministry we have chosen to travel along the path to creating the best learning system in the world.

[original signed by]

Dr. Lyle Oberg  
Minister of Learning

# 5. Management's Responsibility for Reporting

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The Ministry of Learning includes:

- the Alberta School Foundation Fund
- the Department of Learning

The executives of the individual entities within the Ministry have the primary responsibility and accountability for the respective entities.

Collectively, the executives ensure the Ministry complies with all relevant legislation, regulations and policies.

Ministry business plans, annual reports, performance results and the supporting management information are integral to the government's fiscal and business plans, annual report, quarterly reports and other financial and performance reporting.

Responsibility for the integrity and objectivity of the consolidated financial statements and performance results for the Ministry rests with the Minister of Learning. Under the direction of the Minister, I oversee the preparation of the Ministry's annual report, including consolidated financial statements and performance results. The consolidated financial statements and the performance results, of necessity, include amounts that are based on estimates and judgments. The consolidated financial statements are prepared in accordance with the government's stated accounting policies.

As Deputy Minister, in addition to program responsibilities, I establish and maintain the Ministry's financial administration and reporting functions. The Ministry maintains systems of financial management and internal control which give consideration to costs, benefits, and risks that are designed to:

- provide reasonable assurance that transactions are properly authorized, executed in accordance with prescribed legislation and regulations, and properly

recorded so as to maintain accountability of public money,

- provide information to manage and report on performance,
- safeguard the assets and properties of the Province under Ministry administration,
- provide Executive Council, Treasury Board, the Minister of Finance and the Minister of Learning any information needed to fulfill their responsibilities, and
- facilitate preparation of Ministry business plans and annual reports required under the *Government Accountability Act*.

In fulfilling my responsibilities for the Ministry, I have relied, as necessary, on the executive of the individual entities within the Ministry.

[original signed by]

Maria David-Evans  
Deputy Minister  
Alberta Learning

# 6. Overview

## Introduction

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In 2002/03, Alberta Learning continued to build on its strong foundation to focus on providing the best possible lifelong learning system for Alberta through implementation of the Ministry's business plan for 2002-2005.

Alberta Learning's vision, mission, principles and values define the Ministry. The Ministry's vision is its view of the future, and the mission explains the Ministry's reason for existence. The principles identify the Ministry's approach to conducting its business, and the values demonstrate the beliefs or traits that guide Ministry actions.

In 2002/03, the vision, mission, principles and values were:

**Vision:**

Optimizing human potential

**Mission:**

Alberta Learning's leadership and work with stakeholders build a globally recognized lifelong learning community that enables Albertans to be responsible, caring, creative, self-reliant and contributing members of a knowledge-based and prosperous society.

**Principles:**

- Learner centered by focusing the business of the lifelong learning system on the learner
- Accessible by providing Albertans with access to quality learning opportunities
- Collaborative by working with partners and stakeholders to develop seamless lifelong learning
- Accountable by ensuring system and fiscal accountability
- Responsive by creating a flexible learning system that meets and anticipates learner needs
- Innovative by implementing the latest global learning and technology solutions
- Equitable by providing equitable access to lifelong learning opportunities

**Values:**

Respect, Integrity, Trust, Openness, and Caring

The Ministry continued to play a key role in promoting cross-ministry Initiatives. The provincial government established these priorities that transcend the mandate of individual ministries. Alberta Learning collaborated on the following priority policy initiatives:

- Health Sustainability Initiative
- Aboriginal Policy Initiative
- Economic Development Strategy
- Alberta Children and Youth Initiative

And on the following key administrative priorities:

- Alberta Corporate Service Centre (ACSC)
- Corporate Human Resource Development Strategy
- Corporate Information Management/ Information Technology Strategy
- Service Alberta Initiative

In 2002/03, Alberta Learning maintained its emphasis on the achievement of results. The Ministry's performance and accomplishments are provided on the pages that follow, organized by the five goals of the 2002-05 Business Plan:

- High Quality Learning Opportunities
- Excellence in Learner Achievement
- Well Prepared Learners for Lifelong Learning, World of Work and Citizenship
- Effective Working Relationships
- Highly Responsive and Responsible Ministry

Ministry performance for 2002/03 is highlighted on page 7. Performance results are presented in more detail in the Results Analysis section starting on page 17. The Ministry's accomplishments for the year are highlighted on pages 8 & 9 and summarized in Section 9, starting on page 191. Ministry spending is highlighted on page 10 and described in more detail starting on page 40.

# Highlights: Performance at a Glance

Ministry performance in 2002/03 on core measures (highlighted below and presented in the Results Analysis, pages 17-39) is assessed against the base year (typically 1997/98 or 1998/99, or earliest subsequent year data are available; see legend below). Targets are considered met if the result is within 95% of the target value, except for provincial achievement tests (see Endnote B, page 207). The confidence interval is taken into account in assessing change over time on survey measures (see Endnote A, pages 203-206).

| Outcomes | Core Measures | Results for 2002/03 |
|----------|---------------|---------------------|
|----------|---------------|---------------------|

## Goal One: High Quality Learning Opportunities

|                                |  |  |
|--------------------------------|--|--|
| Responsiveness and Flexibility | Satisfaction with the overall quality of education or training | <ul style="list-style-type: none"> <li>√ Public satisfaction with the overall quality of basic education remains stable at 67%.</li> <li>√ A large majority (81%) of graduating post-secondary students remains satisfied with the overall quality of their post-secondary education.</li> <li>√ The percentage of recent apprenticeship graduates satisfied with their on-the-job training increased to 93%, while a very high percentage (95%) continued to be satisfied with their technical training.</li> </ul> |
| Accessibility                  | Satisfaction with access                                       | = A substantial majority of the public (73%) continues to be satisfied that adults have access to the education and training they want.*   |
| Affordability                  | The learning system is within the means of most Albertans      | ↓ A majority of the public (52%) agrees the learning system is within the means of most Albertans.*  |

## Goal Two: Excellence in Learner Achievement

|                                     |                        |  |
|-------------------------------------|------------------------|--|
| Learners demonstrate high standards | Student achievement    | <ul style="list-style-type: none"> <li>√ Overall, the percentages of students who achieved the standard of excellence on provincial achievement tests increased both for those who wrote (20.9%) and for all students in grade (18.8%), as did the percentage of writers who achieved the acceptable standard (85.6%).</li> <li>↑ Overall 76.8% of students enrolled in grades 3, 6 and 9 achieved the acceptable standard on provincial achievement tests.</li> <li>↑ Students met or exceeded the acceptable standard and the standard of excellence on more diploma examinations.*</li> </ul>                           |
| Learners complete programs          | Educational attainment | <ul style="list-style-type: none"> <li>√ The high school completion rate within 5 years of entering grade 10 rose to 74%.</li> <li>√ The percentage of apprentices completing programs increased to 76%.</li> <li>↓ The completion rate of students in Alberta public post-secondary institutions declined in 2001/02 to 55% for university students and to 58% for college and technical institute students.*</li> <li>√ High school completion of Alberta 25-34 year-olds remains high at 89%.</li> <li>√ The percentage of Alberta 25-34 year-olds (58%) who complete post-secondary programs has increased.</li> </ul> |

## Goal Three: Well Prepared Learners for Lifelong Learning, World of Work, and Citizenship

|  |   |  |
|--|---|--|
| Learners are well prepared for lifelong learning | Readiness to learn                            | ↑ The percentage of students who participated in Early Childhood Services programs prior to grade 1 remains very high at 96%.**  |
|  | Preparation for lifelong learning             | = A substantial majority of the public (72%) continues to agree that adult learners are well prepared for lifelong learning.   |
| Learners are well prepared for employment        | Employment rates of post-secondary graduates  | √ The employment rate of post-secondary graduates has remained very high at 93.6%.   |
| Learners are well prepared for citizenship       | Satisfaction with preparation for citizenship | <ul style="list-style-type: none"> <li>√ Public satisfaction that high school students are well prepared for citizenship (59%) has increased.</li> <li>√ Public satisfaction that adult learners are well prepared for citizenship (69%) has increased as well.</li> </ul> |

## Goal Four: Effective Working Relationships

|   |  |  |
|---|--|--|
| Working relationships meet the learning needs | Partner and stakeholder satisfaction with Alberta Learning | <ul style="list-style-type: none"> <li>√ A large percentage (83%) of cross-ministry partners and learning system stakeholders continues to agree that Alberta Learning staff are collaborative.</li> <li>√ The percentage of partners and stakeholders who agree that Alberta Learning staff are responsive has increased to 89%.</li> <li>√ The percentage (81%) of partners and stakeholders who agrees that Alberta Learning staff are flexible has increased.</li> </ul> |
|---|--|--|

## Goal Five: Highly Responsive and Responsible Ministry

|  |  |   |
|--|--|---|
| The Ministry demonstrates leadership and continuous improvement in administrative and business processes and practices | Employee perceptions of support for staff development and expected outcomes for their work | <ul style="list-style-type: none"> <li>↓ 3 out of 4 Alberta Learning staff agree that the organization provides the support needed for staff to acquire or develop knowledge or skills in their current job.*</li> <li>↑ A substantial majority of Alberta Learning staff (78%) agrees that the organization provides expected outcomes for their work.*</li> </ul> |
|--|--|---|

\* No target set for 2002/03 for this measure.

\*\* Proxy measure, no target set.

√ Target Met Results over time for measures without targets, or not meeting target: ↑ Improved results = No change ↓ Performance decline

# Highlights: Key Accomplishments, 2002/03

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## Goal 1: High Quality Learning Opportunities

- Implemented new and revised curriculum and related resources in Science and Mathematics, Career and Life Management, K-9 Health and Life Skills, Communication Technology and Information Processing, Aboriginal Studies, Spanish, German, Italian and Ukrainian.
- Developed and provided learning and teaching resources in key areas including the Safe and Caring Schools program and programming for students with learning disabilities, and Fetal Alcohol Spectrum Disorder.
- Provided educators with an on-line library of effective practices identified through the Alberta Initiative for School Improvement (AISI) projects.
- Completed a study on the effectiveness of safety courses in the Career and Technology Studies (CTS) curriculum.
- Piloted two grade 9 Science e-Textbooks on LearnAlberta.ca website.
- Collaborated with Innovation and Science and the SuperNet vendors to establish an Internet connection with over 20 learning institutions in the Red Deer/Rocky Mountain House area.
- Implemented an electronic Teaching Authority Validation System that provides schools and Early Childhood Services (ECS) operators a quick and convenient mechanism for confirming the valid certification of teachers being considered for employment.
- Developed and provided *Standards for Special Education* to school jurisdictions for mandatory implementation in September 2003.
- Improved the design of the Native Education Projects to ensure alignment with the First Nations, Métis and Inuit (FNMI) Education Policy Framework.
- Announced the creation of an Apprenticeship Tuition Fee Policy, which will be effective in August 2003.
- Released the MLA Committee on Lifelong Learning Report with recommendations on ways to help adults return to learning.
- Developed a framework for the Campus Alberta Board of Accreditation and Coordination.
- Responded to industry's demand for skilled tradespeople by using the Apprenticeship Access Fund to maintain an additional 5,175 apprenticeship technical training seats.
- Reduced student debt levels by issuing approximately \$66 million in loan relief benefits and completion payments.
- In conjunction with the cross-government Corporate Capital Overview, developed priority criteria to ensure that the needs of the post-secondary system are identified in developing capital asset policies.
- In collaboration with stakeholders, redesigned the funding allocation model for the basic learning system.
- Signed four agreements with Australia and New Zealand for teacher exchanges and collaborative e-learning projects.
- Initiated a partnership with the German province of Saxony for school twinnings and exchanges of information, teachers, students and language assistants.

## Goal 2: Excellence in Learner Achievement

- Alberta's students ranked among the top three jurisdictions in Canada on the School Achievement Indicators Program (SAIP) writing assessment, at level 2 for 13-year olds and level 3 for 16-year olds.
- The provincial government responded to an increase in academic excellence by raising the maximum amount available for Heritage Scholarships from \$20 million to \$22 million. There was an increase of 9% in recipients of Alexander Rutherford Scholarships, awarded to high school students with high academic achievement.
- Issued over \$13 million in Achievement Scholarships to over 11,000 Alberta post-secondary students.
- Awarded 165 apprentices with \$1,000 scholarships from the new \$3.3 million apprenticeship scholarship fund to recognize their excellence in training and trade skills.
- Awarded \$50,000 in scholarships to 50 high school graduates participating in the province's innovative Registered Apprenticeship Program (RAP).
- Recognized over 400 outstanding, innovative teachers nominated by Albertans for the Excellence in Teaching Award.
- Led the development of the Pan-Canadian Assessment Program (PCAP) to replace SAIP.
- Generated the first exams from the apprenticeship Inter-provincial Computerized Examination Management System (ICEMS), which improves the efficiency of the production and administration of Red Seal trade exams across Canada.
- In response to Motion 505 in the Legislature, reviewed the Provincial Achievement Testing Program to examine its effectiveness and posted the report on the Internet.

## Goal 3: Well Prepared Learners for Lifelong Learning, World of Work and Citizenship

- Led a mission to Asia, accompanied by 23 representatives of school jurisdictions, post-secondary institutions and key stakeholder groups to promote Alberta's learning system. Participants signed nine co-operative agreements expanding Alberta's international education opportunities.
- Increased annual grants by 3% to over 150 community-based learning providers to support a variety of programs and courses, including adult basic literacy, English as a Second Language and settlement services for new immigrants.



- 
- Provided inter-provincial mobility for tradespersons by issuing 3,974 individuals trade certificates with Red Seals in 2002 (January 1 to December 31).
  - Enhanced inter-provincial mobility for gasfitters by developing an agreement recognizing gas industry credentials from Ontario, Manitoba, Saskatchewan and British Columbia as equivalent to an Alberta gasfitter trade certificate.
  - Worked with the Department of National Defense to improve mobility and recognize certification in automotive service technician, heavy equipment technician and cook trades.

#### **Goal 4: Effective Working Relationships**

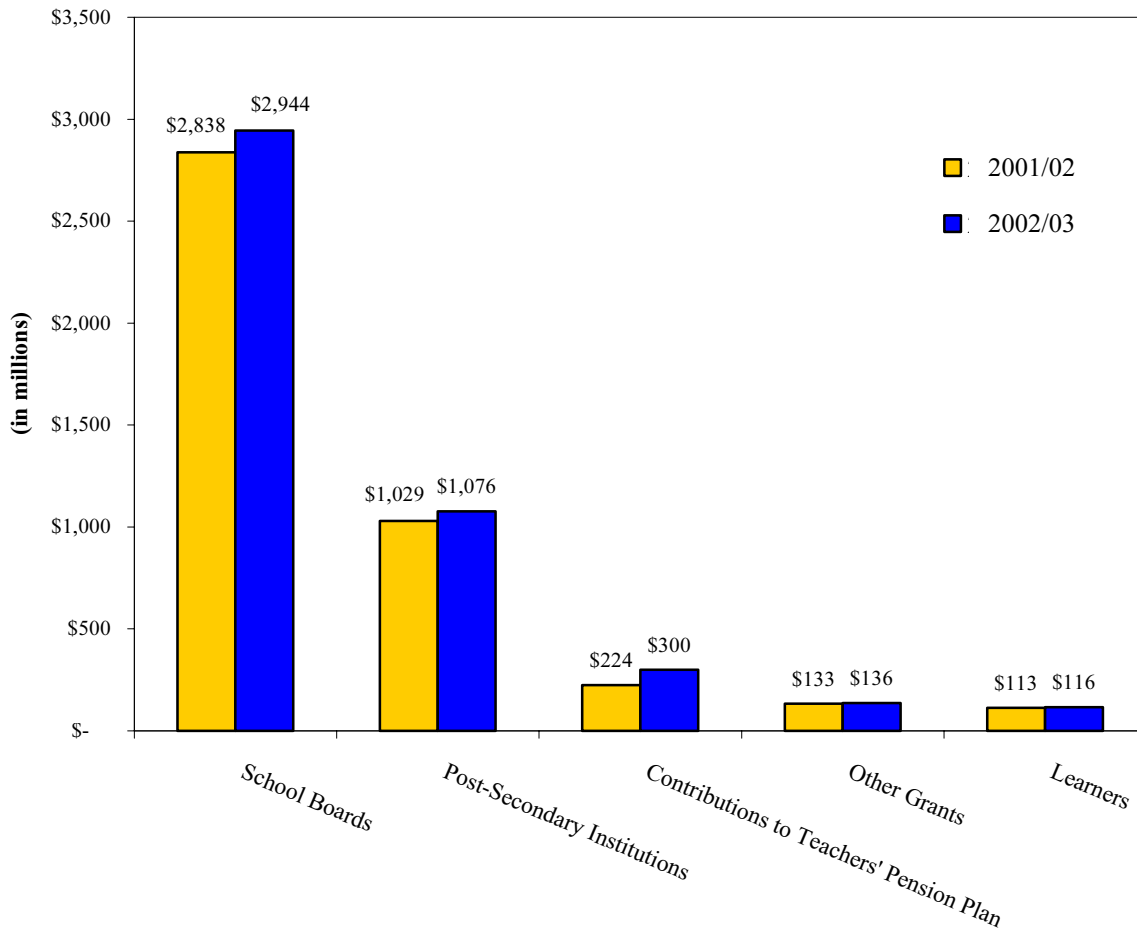
- Completed the development of measures for the basic learning system with stakeholder input through the Review Committee on Outcomes.
- Signed a Conditional Grant Agreement with the Alberta Home and School Councils' Association (AHSCA) that incorporated a performance based accountability framework.
- Led the development of a Pan-Canadian Education Portal of online resources for the Council of Ministers of Education Canada (CMEC) and participated in setting post-secondary priorities including credit transfer and university research.
- In collaboration with the federal government and CMEC, led the development of a Pan-Canadian framework to guide the long-term evolution of financial assistance to promote accessible and affordable post-secondary education.
- Continued to partner with 10 publishers to help schools save money when purchasing learning and teaching resources through the Aggregate Order Discount (AOD) Program, which has saved customers \$600,000 over two years.
- Worked with government, training institutes and industry in Cuba, Trinidad, China and Bermuda to share expertise and assist in building their apprenticeship training systems and facilitate the training of tradespeople.
- Promoted lifelong learning by participating in the Pan-Canadian launch of International Adult Learners' Week, which was coordinated by the United Nations Educational, Scientific and Cultural Organization (UNESCO).
- Initiated a partnership with the British Columbia Ministry of Education to strengthen the education systems of both provinces.

#### **Goal 5: Highly Responsive and Responsible Ministry**

- Developed the post-secondary strategic framework, including the revised Tuition Fee Policy, policy direction for legislation, and clarification of roles and mandates of institutions.
- Created the *Manual for the Establishment of Separate School Districts and Request for Boundary Expansions* to support the boundary change request process.
- Co-led the Government of Alberta Business Planning Working Group, which developed a set of business plan guidelines that was approved for use in all ministries.
- Established a review team to work with school boards to help address anticipated accumulated operating deficits and completed 10 reviews.
- Developed a Technology Standards and Standard Solutions policy framework for stakeholder consultation that will improve information sharing and increase access to learning opportunities across the province.
- In support of affordable learning opportunities, processed over 128,000 applications for student loans, scholarships, and loan relief completion payments, from over 83,000 clients, an increase of 3.9% applicants.
- Completed the functional and technical design phases of the new Apprenticeship Trades and Occupations Management System (ATOMS) in alignment with Service Alberta.
- Reviewed applications for the designation of 31 new occupations for the Petroleum Services Association of Canada.
- Began consultations on designating Oil and Gas Well Driller as a compulsory certification trade and Steep Slope Roofer as an occupation.
- Maintained a high level of employer (95%) and apprenticeship graduate (93%) satisfaction with the services of Apprenticeship and Industry Training staff.
- Received the Premier's Award of Excellence for the Post-Secondary Funding Review, which is helping to shape the strategic agenda for the post-secondary system and to make educational opportunities more accessible, affordable and responsive through the adoption of new funding arrangements to institutions.
- Received the Premier's Award of Excellence for development of the Annual Report Item Management System (ARIMS).
- Implemented a web-based service for students to look up their own Alberta Student Number (ASN), and if not already available, to submit an online request for an ASN.
- Implemented leadership development and succession planning activities, including participation of 103 Alberta Learning staff members in programs to develop the Ministry's future leadership capacity.

See pages 191-202 for a detailed listing of Ministry accomplishments in 2002/03.

## Ministry Grants

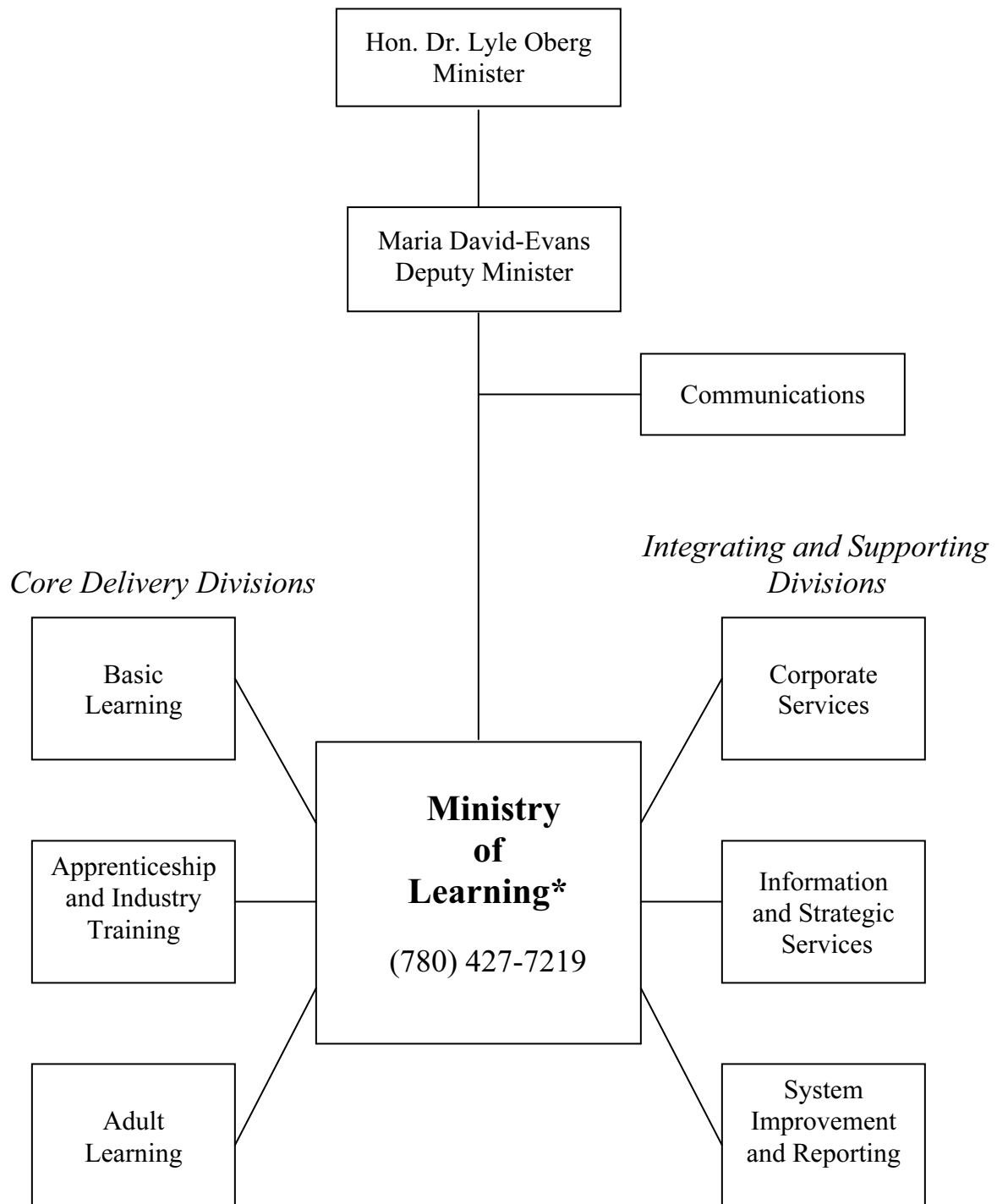


Grants account for 95% of the Ministry's expenses, and are categorized as follows:

- Grants to School Boards include instruction grants, as well as support for early childhood services, Student Health Initiative, and the Alberta Initiative for School Improvement. For comparability, 2001/02 actual results have been adjusted to reflect the transfer of responsibility for school operation and maintenance costs to the Ministry of Infrastructure.
- Post-Secondary Institution support includes operating grants, grants to improve the accessibility and equity of post-secondary learning and grants for faculty retention.
- Contributions to the Teachers' Pension Plan include grants for both current and past service, as well as a one-time payment on behalf of teachers in 2002/03 of \$60 million toward the unfunded pension liability.
- Other grants include financial assistance to private schools for early childhood services and instruction, as well as grants to other areas including community education and learning television.
- Grants to Learners are funds provided to post-secondary students based on achievement and need, including scholarships and maintenance grants. In addition, a provision for the future cost of student loans issued is now included; an adjustment to 2001/02 reflects this addition.

# Ministry of Learning Structure

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\*Includes:

- Department of Learning
- Alberta School Foundation Fund

# Operational Overview: Ministry of Learning

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The Ministry of Learning is comprised of two entities: the Alberta School Foundation Fund and the Department of Learning.

## ALBERTA SCHOOL FOUNDATION FUND

The Alberta School Foundation Fund receives tax revenues from municipalities based on:

- the equalized assessment of real property in Alberta, and
- education mill rates established by the Lieutenant Governor in Council.

These monies, along with those from provincial General Revenues, are allocated on a fair and equitable basis to school boards.

## DEPARTMENT OF LEARNING

Learners are the central focus of the Ministry. Each year, about 750,000 Albertans, from preschoolers to seniors, access the learning system. In order to focus on their varied needs, the Ministry leads a learning system that continually adapts to learner circumstances. It allows learners to move easily between school and the workplace, between high school and post-secondary learning and among post-secondary institutions across the province.

### Core Businesses

The Ministry supports Alberta's learning system through three core businesses.

#### 1. Basic learning

- Develop and evaluate curriculum and set standards
- Develop learning and teaching resources
- Certify teachers
- Support students with special needs
- Fund and support school authorities

#### 2. Apprenticeship and industry training

- Develop program standards with industry
- Counsel apprentices and employers
- Provide funding for approved programs
- Certify individuals in designated trades and occupations

#### 3. Adult learning

- Fund post-secondary learning providers
- Provide student financial assistance to Albertans
- Coordinate and approve programs of study at public institutions
- License and accredit programs offered by private providers
- Fund, support and provide community adult learning opportunities
- Provide information to and support for the adult learning system

### Ministry Division Descriptions

Reflecting the core businesses, the Ministry of Learning is organized into core delivery divisions and integrating and supporting divisions. Each division provides specific expertise to the learning system. All divisions share responsibility for providing integrated service by partnering with one another, as well as with other Alberta ministries, school authorities, post-secondary institutions, adult learning providers, stakeholder organizations and industry. The Communications Branch represents the Ministry to the public.

### Core Delivery Divisions

The three core delivery divisions – Basic Learning, Apprenticeship and Industry Training, and Adult Learning provide learning services and standards for the learning system. These divisions work closely to ensure program continuity and smooth transitions for learners.

**Basic Learning Division** works with the province's school authorities and early childhood services (ECS) operators to provide support for learning programs. This includes programs for preschool and school-age children that contribute to laying the foundation for lifelong learning for all Alberta's children. The division:

- develops curriculum, provincial standards and processes and learning resources in both English and French;
- provides a variety of services and educational leadership in support of students with special needs, teacher professional development and certification;
- provides “one-stop” provincial standards and program implementation services to meet the

- 
- unique needs of school authorities, key education stakeholders, and the public;
  - supports Aboriginal education, Francophone education and programs for students with special needs; and
  - coordinates initiatives such as the Alberta Children and Youth Initiative and the Alberta Initiative for School Improvement.

**Phone: (780) 427-7484**

### **Apprenticeship and Industry Training (AIT)**

**Division** works with industry, employer and employee organizations, technical training providers, government and ministry divisions to support the development, maintenance and delivery of designated trade and occupation programs. These programs:

- contribute to the development of a trained and skilled workforce, which supports the economic progress of the province and its competitive role in the global market;
- respond to current technological advancements and workplace needs; and
- support labour mobility through continued development of inter-provincial standards and certification programs.

AIT works with the Alberta Apprenticeship and Industry Training Board, industry and others to ensure:

- high school and adult apprentices receive on-the-job training, work experience and technical training to acquire skills in designated trades;
- standards are developed in consultation with industry for technical training and industry examinations;
- technical training for apprentices is scheduled;
- long-term training needs are identified;
- institutions offer training in response to industry needs;
- records of apprentice contracts and their progress in the program are maintained; and
- the workplace is monitored for compliance with the *Apprenticeship and Industry Training Act* and regulations.

**Phone: (780) 427-4601**

**Adult Learning Division** works with adult learners, public and private post-secondary

institutions and community adult learning councils to support learners, provide learning opportunities and enhance the adult learning system. The division:

- provides funds to public institutions through operational and conditional funding;
- administers the delivery of federal and provincial student funding programs, providing information and issuing awards to students applying for loans, grants and bursaries;
- encourages and rewards excellence through scholarships and awards;
- approves programs and mandates for public post-secondary institutions;
- facilitates course and program transfer agreements within the post-secondary system;
- licenses vocational programs offered by private institutions and develops recommendations in response to requests from non-resident institutions seeking to offer degree programs in Alberta;
- approves degree programs offered by private institutions;
- provides learning opportunities through immigrant settlement, English as a Second Language, community adult learning and literacy programs;
- evaluates prior credentials of new Albertans for learning and employment opportunities;
- provides planning, coordination and policy support to adult learning providers;
- provides information on the adult learning system to the public.

**Phone: (780) 427-5607**

### **Integrating and Supporting Divisions**

These divisions provide services that focus on ministry-wide operations and facilitate integration and accountability across all divisions and the learning system.

**Corporate Services Division** fosters system and fiscal accountability. The division:

- calculates and awards funding to all school authorities and analyzes financial reports submitted by school authorities;
- reviews funding support provided to school authorities to ensure a high percentage of dollars are directed to student learning;

- 
- develops, produces and distributes learning resources;
  - develops and implements the Ministry's human resource planning initiatives, policies and programs;
  - develops budgets for the Ministry business plan, monitors budget compliance; and
  - oversees Ministry administration, corporate records management, and financial and legal services.

**Phone: (780) 427-2051**

### **Information & Strategic Services (ISS)**

**Division** provides ministry-wide policy options and policy research, planning and consultation processes, information management and technology services as well as direction for effective use of technology throughout the learning system. The division:

- develops policy positions, options and responses, coordinates immigration and federal/provincial policy, conducts research, and integrates policy direction across the ministry;
- facilitates ministry planning and decision making with planning processes and products, consultation and coordination, facilitation and information;
- facilitates effective and integrated use of technology systems by the Ministry to support business plans;
- provides and supports information and technology systems of the Ministry;
- provides leadership and support for the implementation of evolving technologies in the learning system in conjunction with stakeholders;
- designs, develops and delivers print and electronic learning resources to support program delivery in the learning system;
- issues High School and Equivalency Diplomas and official transcripts of courses and marks; and
- collects, manages and provides learning system information required by the Ministry.

**Phone: (780) 427-3663**

E-mail: [learning-systemwideplanning@learning.gov.ab.ca](mailto:learning-systemwideplanning@learning.gov.ab.ca)

### **System Improvement & Reporting (SIR)**

**Division** facilitates continuous improvement and ensures accountability throughout the Ministry and learning system. The division:

- leads the development of accountability frameworks, performance indicators, measures and targets;
- reports Ministry results;
- conducts applied research and program evaluations;
- identifies best practices for achieving continuous improvement;
- develops and administers provincial Achievement Tests and Diploma Examinations and provides individual, school, jurisdiction and provincial level results to support teaching and learning in the ECS to grade 12 education system;
- coordinates Alberta's participation in national and international assessments; and
- administers General Education Development tests to adult learners.

**Phone: (780) 422-1608**

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### **In addition:**

**Communications** works with the Ministry and its stakeholders to provide communications support related to ministry work. The Branch:

- provides useful, timely and clear information to Albertans on achievements and initiatives in the learning system;
- supports the Ministry in reaching its goals by providing strategic communications advice, planning services, specialized writing and editing skills;
- facilitates effective communications among Ministry employees; and
- represents the Ministry to the public and the media.

**Phone: (780) 427-2285**

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