



Saskatchewan
Learning

Private Vocational Schools Administration and Policy Manual

October, 2003

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Click on the links below to access the Queen's Printer to find and view ***The Private Vocational Schools Regulation Act, 1995 and The Private Vocational Schools Regulations, 1995*** online:

To view ***The Private Vocational Schools Regulation Act, 1995*** with the use of Adobe® Acrobat® Reader®, click on this link:

<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/P26-2.pdf>

To view ***The Private Vocational Schools Regulations, 1995*** with the use of Adobe® Acrobat® Reader®, click on this link:

<http://www.qp.gov.sk.ca/documents/English/Regulations/Regulations/P26-2R1.pdf>

If you do not have Adobe® Acrobat® Reader® software installed on your computer, download a free copy by clicking on this link:

<http://www.adobe.com/products/acrobat/readstep.html>

Saskatchewan Learning Contacts

Institutions Branch

Fax – 787-7182

Executive Director

787-5739

Director

787-5457

Private Vocational Schools Unit

Private Vocational Schools Analyst

787-7397

Private Vocational Schools Analyst

787-5637

Student Financial Assistance Branch

Fax

787-1608

Main Inquiry Line

787-5620

For a complete listing of registered Private Vocational Schools within the province of Saskatchewan click on the following link to the SaskNetWork:

http://www.sasknetwork.gov.sk.ca/pages/et/et_127.htm

ABOUT THE PRIVATE VOCATIONAL SCHOOLS UNIT

The Private Vocational Schools Unit is a part of the Institutions Branch of Saskatchewan Learning. The Institutions Branch works collaboratively with Saskatchewan Institute of Applied Science and Technology (SIAST), regional colleges, private vocational schools (PVS), Saskatchewan Indian Institute of Technologies (SIIT), and Dumont Technical Institute (DTI) to advance the goals of the Saskatchewan Training Strategy. Unlike SIAST, regional colleges, SIIT and DTI, the private vocational schools are not funded by the government. Private vocational schools are privately owned and operated, but regulated according to *The Private Vocational Schools Regulation Act, 1995*.

The unit objectives are to strengthen private vocational schools and ensure safeguards for learners through a department advisory committee consisting of school operators and department personnel.

The functions/tasks of the unit include:

- Act as a liaison to the private vocational schools in the province;
- Registration and monitoring of Category I and Category II schools;
- Registration and monitoring of school programs and instructors;
- Representation on the PVS Advisory Committee;
- Receive and assist in resolving student complaints.
- Administer the Training Completion Fund

Registration as a Private Vocational School

Any trainer offering training courses of more than 30 hours in duration and charging a fee for the course is required to register as a private vocational school. Exceptions to this are institutions which are governed by another Act of the Legislature or the Parliament of Canada (Eg. universities, regional colleges), as well as training specifically exempted by *The Private Vocational Schools Regulations, 1995*.

Registration fees are based on the number of approved programs the school plans to offer in the school year. Cheques are to be submitted with the application form and should be made payable to “The Minister of Finance”.

There are two categories of private vocational schools. Category I schools are vocational schools that offer training to fee-paying students. Category II schools are schools that offer training to students, which is contracted for by a sponsor and not paid for by the students enrolled.

Registration as a Category I school

For registration as a **new** Category I school the applicant must submit the following forms:

- [Application for Registration as a Category I School](#)
- [Program Registration Application](#)

Note: For ease in keeping track of the documentation that is to be submitted for registration as a new Category I Private Vocational School, use the checklist provided on the application for registration.

Registration as a Category I private vocational school in Saskatchewan is a two path procedure. The applicant must register the program(s) that the school plans to offer, as well as the school itself. In some cases, it may be advantageous to submit the Program Registration Application prior to the Registration as a Category I School Application. To determine if this is the case, contact the Private Vocational Schools Unit.

Once the applicant has supplied the above information/applications, a Certificate of Registration may be issued (see attached [SAMPLE 4.3](#)).

Registration as a Category II school

For registration as a new Category II School, the applicant must submit the following:

- [Application for Registration as a Category II School](#)

Note: for ease in keeping track of the documentation that is to be submitted for registration as a new Category II Private Vocational School, use the checklist provided on the application for registration. Once the applicant has supplied the above information/application, a Certificate of Registration may be issued (see attached [SAMPLE 4.4](#))

Annual Renewal of Registration

Category I school

For Renewal of Registration as a Category I school, currently registered schools are required to submit the following form by August 1st of each year:

[Application for Renewal of Registration as a Category I School](#)

Once the school has completed and returned the necessary documentation along with the appropriate fees, a Certificate of Registration may be issued. (See attached [SAMPLE 4.3](#)).

Category II school

For renewal of registration as a Category II school, currently registered schools are required to submit the following form by August 1st of each year:

[Application for Renewal of Registration as a Category II School](#)

Once the school has completed and returned the necessary documentation along with the appropriate fees, a Certificate of Registration may be issued. (See attached [SAMPLE 4.4](#).)



**Private Vocational Schools
Application for Registration as a Category I School**

- Registered Business Name: _____
- Registered Business Address: _____
- Date Registered with Saskatchewan Justice – Corporations Branch
(m-d-y) _____
- School Name: _____
- School Address: _____
- Other School Location(s): _____
- Owner(s): _____

- Principal/Manager in Saskatchewan: _____
Telephone: _____ FAX: _____
Web: _____ E-Mail: _____
- First Program Fee \$300.00
_____ Additional Program(s) x \$75.00 each \$_____
- Total cheque enclosed** \$_____
- Training Completion Fund Calculation
Cheque enclosed \$_____

... 2

- Please check that the following documents are attached:

Bond	_____
Fire Safety Certificate/Report	_____
Health Safety Certificate/Report	_____
Building Safety Certificate/Report	_____
Business Plan	_____
Student Attendance Record Format	_____
Internal Dispute Mechanism	_____
Certificate of Registration of Business Name (Saskatchewan Justice – Corporations Branch)	_____
Registration Cheque	_____
Training Completion Fund Cheque	_____

Program registration is a separate process which must be completed before a certificate of registration for the school will be issued.

I certify that the information provided is correct and agree to comply with *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995*.

Owner or Principal

Date



**Private Vocational Schools
Application for Renewal of Registration as a Category I School
September 1, 2003 to August 31, 2004**

- Registered Business Name: _____
- Registered Business Address: _____
- School Name: _____
- School Address: _____
- Other School Location(s): _____
- Owner(s): _____

- Principal/Manager in Saskatchewan: _____
Telephone: _____ FAX: _____
Web: _____ E-Mail: _____
- Initial Registration Date of School by current Owner: _____
- Registration Fees:
First Program Fee \$300.00
_____ Additional Program(s) x \$75.00 each \$_____
Total cheque enclosed \$_____

... 2

- Program Reporting Form attached? (Yes/No): _____
- Instructor Reporting Form attached? (Yes/No): _____
- As required by *The Private Vocational Schools Regulation Act, 1995*, the undersigned confirms that:
 1. the applicant is able to comply with the requirements for a private vocational school as prescribed in this Act and the regulations;
 2. the applicant has security for claims by students in the amount, with the contents and in the form required by the regulations;
 3. the applicant is not insolvent and is not likely to be insolvent;
 4. the applicant has obtained any approvals required pursuant to any other Acts or laws or from any professional, vocational or other associations connected with the programs of instruction proposed for the private vocational school;
 5. the private vocational school will be staffed with instructors who meet the requirements that are prescribed in the regulations; and
 6. the private vocational school will have the accommodation, facilities, equipment and materials that are prescribed in the regulations to teach the programs of vocational training that will be set out in the applicant's certificate of registration.
 7. the private vocational school will have a training completion plan that complies with the requirements prescribed in the regulations.
- I certify that the information provided is correct and agree to comply with *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995*.

Owner or Principal

Date



**Private Vocational Schools
Application for Registration as a Category II School
September 1, 2003 to August 31, 2004**

- Registered Business Name: _____
 - Registered Business Address: _____
 - Date Registered with Saskatchewan Justice – Corporations Branch
(m-d-y) _____
 - School Name: _____
 - School Address: _____
 - Other School Location(s): _____
 - Owner(s): _____
 - Principal/Manager in Saskatchewan: _____
- Telephone: _____ FAX: _____
- Web: _____ E-mail: _____

Check if the following information/documentation is enclosed:

- Cheque for Registration Fee of \$150.00 _____
- A copy of the contract(s)/proposal(s) between your operation and the sponsor _____
- The proposed number of students to be enrolled _____

I certify that the information provided is correct and agree to comply with *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995*.

Signature of Applicant/Owner

Date of Application



Private Vocational Schools
Application for Renewal of Registration as a Category II School
July 1, 2003 to June 30, 2004

- Registered Business Name:
Registered Business Address:
School Name:
School Address:
Other School Location(s):
Owner(s):
Principal/Manager in Saskatchewan:
Telephone: FAX:
Web: E-mail:
Initial Registration Date of School by current Owner:

Check if the following information/documentation is enclosed:

- Cheque for Registration Fee of \$150.00
A copy of the contract(s)/proposal(s) between your school and the sponsor
The proposed number of students to be enrolled

I certify that the information provided is correct and agree to comply with The Private Vocational Schools Regulation Act, 1995 and The Private Vocational Schools Regulations, 1995.

Signature of Applicant/Owner

Date of Application



Saskatchewan
Learning

Certificate of Registration
Private Vocational Schools Regulation Act, 1995

Category I

XXXXXXXXXXXX

Registered Business Name

XXXXXXXXXXXX

Address

XXXXXXXXXXXXXXXXXXXX

Name and Location of School

XXXXXXXXXXXX

President/Owner(s)

XXXXXXXXXXXXXXXXXXXX

Principal/Manager in Saskatchewan

The following training programs are registered by Saskatchewan Learning in accordance with *The Private Vocational Schools Regulation Act, 1995*:

(Programs submitted for approval by the PVS will be listed here)

This Registration expires August 31, 2004

Private Vocational Schools Liaison

Minister, Saskatchewan Learning



Saskatchewan
Learning

Certificate of Registration
Private Vocational Schools Regulation Act, 1995

Category II

XXXXXXXXX
Registered Business Name

XXXXXXXXXXXXXXXXXXXXX
Address

XXXXXXXXXXXXXXXXXXXXX
Name and Location of School

XXXXXXXXXX
President/Owner(s)

XXXXXXXXXX
Principal/Manager in Saskatchewan

In accordance with *The Private Vocational Schools Regulation Act, 1995*, this school is registered to offer vocational training programs as contracted between the school and sponsor.

This Registration expires August 31, 2004.

Private Vocational Schools Liaison

Minister, Saskatchewan Learning

Program Registration

A program is a series of courses that lead to employment in a vocation. Each private vocational school must have its programs registered before it can register the school. Upon the initial registration for a new school, the application is to be accompanied by a fee of \$300 for the first program offered and \$75 for each additional program offered. If a Category I school offers new programs after the initial registration, or is revising its curriculum, the fee is \$100 for an initial assessment of the programs and further fee of \$75 for each new program to be offered.

All programs more than 30 hours in length must be registered. A program may offer optional units for specialized study. Each option must be clearly defined as providing additional skills or knowledge to the core program. The total hours of instruction of an option must not exceed 50 percent of hours of instruction of the core program and must not be dependent on other options.

For more detailed information see Sections 4-12 of the [Program Registration Application](#).

The [Program Registration Application](#) form is sent to all currently registered schools upon their request or may be printed from this manual. For new schools, it is included in the private vocational schools information package.

4. Required Program Information

Use each of the following items as a heading and prepare statements on separate sheets giving the required program information. Attach the information to the program application form. Use this list to check off items that are attached.

- _____ a) Goals and objectives (including job title or vocation to which the training leads)
- _____ b) Instruction standards and methods
- _____ c) Instruction content (Curriculum – details of hours assigned to complete the curriculum)
- _____ d) Student evaluation criteria for successful completion
- _____ e) Admission methods and requirements (grade level or equivalent, number of mature admissions, start date, continuous intake)
- _____ f) Maximum number of students (in the core program or program option: per instructor)
- _____ g) Program length (details of time in classroom, in practical training)
- _____ h) School policy and rules pertaining to the program
- _____ i) Registration and tuition (listing cost details and the basis on which the costs are to be calculated and when they are to be paid)
- _____ j) Equipment, supplies and textbooks required to be purchased by student (itemized listing by name and price, and the basis on which the costs are to be calculated and when they are to be paid)
- _____ k) Instructional texts, materials or equipment used by the instructor or provided for the student by the school (This list will provide the basis for an on-site evaluation required for final approval of the program)
- _____ l) Student contract (Sample of document stating contractual arrangement between the school and the student. See department guidelines) and attachment specifying specific hours and content of program.
- _____ m) Student attendance record format
- _____ n) Certificate of completion (Sample of certificate that will be awarded to students upon successful completion of this program)

5. Letters of Support

A minimum of three letters of support from potential employers who have **reviewed the program** and testify to its appropriateness must be attached to this form. This demonstrates a need for the program core and program options.

6. Industry or Professional Association Registration

If an appropriate industry or professional association exists, attach a letter from the association indicating acceptability of the school's program content.

_____ Attached

7. Evidence of Employment Prospects

Attach documentation that will indicate how many jobs currently exist in the marketplace and what is the outlook to absorb graduates of the program.

_____ Attached

8. Training Completion Plan

Attach separate completed Training Completion Plan for each program. See department guidelines.

____ Attached

9. Instructor Registration

Attach a completed Instructor Registration Form for each individual who will be employed to instruct this program.

____ Attached

10. Advertising Registration

Attach samples of advertisements planned for use upon receiving Registration in Principle for this program. Advertising must be recognized as registered by Saskatchewan Learning prior to use by a Private Vocational School.

____ Attached

11. Program Assessment Fee(s)

After the issuance or renewal of the Certificate of Registration, a fee of \$100 will apply for an initial assessment of new programs. A further fee of \$75 for each new program is to accompany the Program Registration Application form.

_____ Amount Attached

12. Other Program Information

Because of the distinctive nature of the program, other program information may be requested.

13. Signature of Application and Registration in Principle

When duly signed, this document constitutes registration in principle. An on-site evaluation of instructional resources described in Section 4 of this application form is required before final registration is forthcoming. A final registration letter is required before students may be registered or instruction may begin.

I certify that the information provided is correct and I agree to abide by *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995* as they apply to this program.

Signature of Applicant

Signature of Registration in Principle

Date of Application

Date of Registration Principle

Work Placement

As outlined in the SFAB manual “Financial Assistance for Saskatchewan Students: A Manual for Post-Secondary Schools” (sent to private vocational schools and other post-secondary institutions each year) a student or school must adhere to the following provisions to remain eligible for the student loan program:

- As defined in the *Canada Student Financial Assistance Regulations*, a course means formal instruction or training that constitutes, or is determined by a designated educational institution to be equivalent to, an essential element of a program of studies at the post-secondary level at that institution, but does not include any formal instruction or practical training required for acceptance in a professional corporation or for the practice of any trade or profession unless that formal instruction or practical training is necessary to obtain a degree, certificate or diploma for that designated educational institution.
- Practicums/internships which are a requirement of a program before the diploma/degree/certificate is granted and which are essential elements of the program are eligible for assistance.
- If a student is unable to attend classes for any reason for more than three consecutive weeks (21 calendar days), he/she must be discontinued for student loan purposes.
- A student must immediately advise Student Financial Assistance Branch of any changes to his/her name or address; marital status or family size; course load, course costs or course lengths; income, expenses or assets; or parental or spousal information. Changes in a student's personal situation may lead to a review or reassessment of his/her loan eligibility. This could result in an increase or decrease in assistance, or no change. An overpayment calculation may result from a decrease in eligibility.

Relating the above regulations to *The Private Vocational Schools Regulation Act, 1995*, Section 4(2)(c)(iv), states that a school must operate within the purview of any other Act associated with the program. Therefore, when making application for the registration of a program, work placement must be clearly specified as a required element if it is to be eligible for student loan funding. Program registration application forms are submitted to the Private Vocational Schools Unit, Institutions Branch, Saskatchewan Learning.

For further information or clarification, contact the Private Vocational Schools Unit, Institutions Branch, (306) 787-5637, (zyu@sasked.gov.sk.ca) or for student loan questions or clarification contact Kirk Wosminity, Manager, Information, Advisory and Assessment Unit, Student Financial Assistance Branch, (306) 787-9998, (kwosminity@sasked.gov.sk.ca).

Instructor Approval

As stated in Section 24 of *The Private Vocational Schools Regulations, 1995*, all operators of Category I private vocational schools shall ensure that each of their instructors and examiners are approved by the minister.

The regulations further state:

Instructors and examiners

24(1) Every operator of a Category I school shall ensure that each instructor and examiner employed in a program or a course is approved by the minister and:

- (a) possesses a degree from a university recognized by the minister in an area of study directly related to the vocation to be taught and has at least 12 consecutive months of occupational experience in that vocation;
- (b) is a graduate of an educational institution recognized by the minister in an area directly related to the vocation to be taught and has at least 12 consecutive months of occupational experience in that vocation; or
- (c) has at least three years of occupational experience in the vocation to be taught.

(2) The minister may approve the employment of an instructor who does not have the qualifications described in subsection (1) if the minister is satisfied that the person is otherwise qualified to instruct in the vocation to be taught.

For each instructor and/or examiner, the operator must complete the [Instructor/Examiner Registration Form](#) and submit it along with other pertinent information to the Private Vocational Schools Unit. As well, the school is required to notify the Private Vocational Schools Unit if an instructor ceases to teach at the school, ceases to teach a particular program or if any of the information on the Instructor/Examiner Registration form originally submitted has changed.

No operator of a Category I school shall employ any person who does not have the qualifications or experience to be an instructor of a program without obtaining the prior written approval of the minister. See [Section 24](#) of *The Private Vocational Schools Regulations, 1995*.

It is the school operator's responsibility to ensure that the instructors employed are qualified.



PRIVATE VOCATIONAL SCHOOLS INSTRUCTOR/EXAMINER REGISTRATION FORM

This form is to be completed by each applicant applying to instruct in a private vocational school. This applicant must be approved by Saskatchewan Learning prior to commencing employment. Section 24 of *The Private Vocational Schools Regulations, 1995* outlines requirements for instructors/examiners of private vocational schools. Saskatchewan Learning approves the eligibility of an instructor/examiner based on the minimum criteria regarding education, training certification, experience and employment. Personal employment references checks are the responsibility of the school.

Applicant's Name _____

Address _____

Postal Code _____ Telephone _____

Email address _____

Social Insurance Number _____

Initial Application: (Y/N) _____

School _____

Principal/Manager in Saskatchewan _____

Telephone _____

Email address _____

Education/Professional Designation				
Institution and Location	Subject/Major	Dates of Attendance	Degree/Diploma Certificate	Student Number

Additional Education/Experience

Please list any additional related program and/or education or experience which qualifies the applicant to instruct the program(s) course(s) listed.

Employment History (if additional space is required, please attach on a separate paper).
(Begin with most recent employment).

Employer _____

Address of Employer _____

Telephone _____ Position _____

Name of Supervisor _____

From (Month) _____ (Year) _____

To (Month) _____ (Year) _____

Full Time _____ Part Time _____

Employment References: Three employment references are required.

Name	Address	Company/Institution Position Held	Phone
------	---------	--------------------------------------	-------

_____ Bus _____

_____ Res _____

_____ Bus _____

_____ Res _____

Program(s)/Courses to Instruct

Additional Duties (if applicable)

Employment Status Full Time _____ Part Time _____ Contract _____

Permission is granted to conduct a reference check with former employers listed. I certify that the information supplied in this application is true and correct.

Applicant's Signature

Date

To be completed by the Employer:

To the Minister of Saskatchewan Learning:

I expect to employ this applicant to instruct the program(s)/course(s) listed. I have examined this application and am satisfied that the information provided by the applicant is true and correct.

Name of School

Date

President/Owner/Principal/Manager in Saskatchewan

For Saskatchewan Learning Use Only:

_____ is approved to instruct the stated program(s) courses(s)

Official, Institutions Branch
Saskatchewan Learning

Date

Training Completion Fund

The Private Vocational Schools Training Completion Fund was created under *The Private Vocational Schools Regulation Act, 1995*. The fund is administered by the Private Vocational Schools Unit of Saskatchewan Learning. The revenue of the fund consists of contributions that operators are directed to provide, donations to the fund and earnings from the investments of the fund. The purpose of the fund is to provide the financial resources necessary to continue the training of students affected by the closure of a school.

All Category I schools are required to provide an annual training completion fund payment calculated by using the following formula:

Average Tuition \times Factor \times Total Enrolment = **Training Completion fund amount**

Average Tuition is the sum of registered program tuitions divided by the number of programs.

Factor, is based on the number of years the current operator has held a certificate of registration: 0-4 years = 0.75%, 4-8 years= 0.50%, 8-15 years= 0.25% or 16 + years = 0.15%

Total Enrolment, is the total number of students who enrolled in the school for the applicable school year for which the calculation is made.

The information used to calculate the **Total Enrolment**, is obtained from the Student Statistics forms submitted by the schools by August 1st of each year.

New Category I schools are also required to provide a training completion fund payment; however, their enrolment will be an estimate and the factor will always be 0.75%. See the [Training Completion Fund \(TCF\) Calculation](#) form new Category I schools.



**TRAINING COMPLETION FUND (TCF) CALCULATION
For New Category I Schools**

School Name: _____

The formula for calculating the school's contribution is based on the following:

- 1) **Factor**, for new schools is 0.75%
- 2) **Enrolment**, is the **estimated total** of all students, who are expected to enter your school from July 1 to June 30.
- 3) **Average Tuition**, is the sum of registered program tuitions divided by the number of programs. List individual programs and there expected tuition fees below.

Calculation

	Program Name	Tuition
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
	Total Tuition	\$ _____

- School Opened (m-d-y) _____
- Factor to be used in formula is 0.75%.
- Estimated number of students who will **enroll** at the school between July 1 and June 30: _____
- $\$ \frac{\text{Total tuition}}{\text{Number of programs}} = \$ \text{Average tuition}$
- $\$ \text{Average tuition} \times 0.75\% \times \text{Estimated enrolment} = \$ \text{TCF amount}$

Owner or Principal

Date

Training Completion Plan

All Category I schools must have a training completion plan for each program offered. The [Training Completion Plan](#) is to be accompanied by a description of course content and the books or other instructional materials or equipment to be used in the program. A satisfactory plan on how students will be compensated or be able to complete training if the program ceases should also be included.



Private Vocational Schools
TRAINING COMPLETION PLAN

1. Private Vocational School

Private Vocational School
School _____ Representative _____
Address: _____ Telephone _____
_____ Fax _____
Web site _____ E-mail _____

2. Program Title _____

3. Training Completion Plan

- a) A description of the course content and the texts, books and other Instructional material or equipment used in the program on file with Saskatchewan Learning.
- b) The program is generally compatible with the _____
_____ program offered by _____
_____ private vocational school(s).

OR

To the best of my knowledge, the program is not compatible with another program of a post-secondary institute recognized by the Minister of Saskatchewan Learning.
(Strike out and initial either of the two statements in b) above).

- c) In the event that the program ceases before students have completed the program, students will be allowed to complete training at such other post-secondary education institutions as are available to accommodate those students. Costs incurred to complete training and/or costs to compensate students financially will be drawn from one or more of the following sources as described in *The Private Vocational Schools Regulations, 1995*: the school's general revenue; the bond; and/or the Training Completion Fund.

Signature of Authorized Private Vocational School Representative

Date

ENROLMENT CONTRACT

As stated in Section 13 of *The Private Vocational Schools Regulations, 1995*, every operator of a Category I private vocational school is required to ensure that every fee paying student has a fully executed copy of his or her student contract.

For ease in preparing the student contracts, see:

[Enrolment Contract Checklist](#)

[Sample Enrolment Contract](#)

Enrolment Contract Checklist

The Enrolment Contract is an agreement between the school and its students. The contract specifies what the school is to provide and what conditions the student must meet. Components of the Enrolment Contract are indicated below:

School

- Name
- Address

Student Information

- Full Name
- Street address
- Telephone
- Birth date
- Grade Level
- Receipt of transcript

Program Information

- Program title
- Start date
- Total hours/total weeks
- End date
- Hours per day
- Program schedule

Program Outline

To be attached to contract and to include:

- Program title
- Program goals
- Titles of courses
- Description of each course
- Hours of Instruction
- Hours of theory, laboratory, off campus practicum
- Instructional methods
- Evaluation criteria

Resource Materials

A list of resource materials is to be attached to the contract and must include an itemized cost for each of the following:

- Textbooks
- Kits
- Manuals
- Other learning resources

Program Costs

- Registration fee
- Total tuition fee
- Cost of books and supplies
- Other costs – Eg. field trips, examinations, purchase of services

Payment Arrangements

- Method and terms
- Schedule

Refunds

State refund schedule in accordance with Sections 14, 15 and 16 of *The Private Vocational Schools Regulations, 1995*.

School Policies

School policies are to be attached to contract – Eg. attendance requirements, financial obligations.

Internal Dispute Mechanism

- Process within the school – Eg. Student Council, School Counselor, Instructor, Principal - should be attached.
- The following two statements should appear in the contract:

“Private Vocational Schools are registered with Saskatchewan Learning which monitors and services as a support to both the school and students.”

"Inquires should be directed to:

Saskatchewan Learning

Institutions Branch

1945 Hamilton Street

REGINA SK S4P 3V7 Telephone (306) 787-7397"

Training Completion Fund

Refer to Section 26 of *The Private Vocational Schools Regulations, 1995*.

Guarantee of Employment

Refer to Section 11 of *The Private Vocational Schools Regulations, 1995*.

Acknowledgements

Enrolment contracts should state that the signer has read, understood and has received a signed copy in accordance with Section 13 of *The Private Vocational Schools Regulations, 1995*.

Signatures

- Date
- Contract requires signatures of school principal/manager and student

Sample Enrolment Contract

SCHOOL NAME
ADDRESS

ENROLMENT CONTRACT
Category I Private Vocational School

Full Name _____

Address _____

Grade Level _____ Receipt of Transcript _____

Telephone _____

Program
Title _____

Total Hours _____ Total Weeks _____

Hours per Day _____

Start Date _____ End Date _____

School
Holidays _____

Received Program Schedule	Yes _____	No _____
Received Program Outline	Yes _____	No _____
Received List of Resource Materials	Yes _____	No _____

Registration Fee _____ Books/Supplies Fee _____

Total Tuition Fee _____ Other Fees _____

Payment Arrangement _____

1 st Payment:	Date _____	Amount \$ _____
2 nd Payment	Date _____	Amount \$ _____
3 rd Payment	Date _____	Amount \$ _____
4 th Payment	Date _____	Amount \$ _____

I have READ, UNDERSTOOD AND RECEIVED a signed copy of this contract.

Date

Signature of Applicant

Date

Signature of Principal/Manager

Guarantee Bond

As per Section 9 of *The Private Vocational Schools Regulations, 1995*, every operator of a Category I school is required to maintain in force a bond securing the due performance by the school of student contracts entered into by the school.

The bond must be provided by a licensed company pursuant to *The Saskatchewan Insurance Act* and made in favour of the minister for the benefit of the students. See the sample [Guarantee Bond](#) for detailed information on the format and amount of the bond required.

Guarantee Bond

(Clauses 9(3) (c) and 27(a))

UNDER *THE PRIVATE VOCATIONAL SCHOOLS,
REGULATION ACT, 1995* (“the Act”)

KNOW TO ALL BY THESE PRESENTS that _____ (“the Principal”)

as operator of a private vocational school under the Act and _____ (“the Surety”) a body cooperate licensed pursuant to *The Saskatchewan Insurance Act* to transact guarantee insurance, are jointly and severally bound unto Her Majesty the Queen in the right of Saskatchewan represented by the Deputy Minister of Saskatchewan Learning (“the Obligee”), in the penal sum of _____ (\$ _____,) dollars of lawful money of Canada, for which payment well and truly to be made, the Principal and the Surety each bind themselves and their respective successors and assigns firmly by these presents.

SEALED with the respective seals of the Principal and the Surety this _____ day of _____, 20__.

WHEREAS, by the Act, and *The Private Vocational Schools Regulations, 1995* (“the regulations”), the Principal is required to provide to the Obligee and maintain in force a bond securing the due performance by the Principal of contracts entered for the provisions of instruction of courses or programs (“student contracts”).

NOW THEREFORE, the conditions of this obligation are such that as long as the Principal shall

- (a) comply with the provisions of the Act and the regulations as amended from time to time,
- (b) perform its student contracts and pay any amounts payable thereunder, and
- (c) satisfy any judgment in favor of a student that has become final rendered by any court of Saskatchewan against it in an action arising out of a student contract or the Act or the regulations,

then the obligation shall be void and of no effect, but otherwise shall be and remain in full force and effect.

PROVIDED that if the Surety shall, at any time, give thirty days' notice in writing to the Principal and to the Obligee of its intention to put an end to this suretyship, then this Bond shall from and after the last day of such thirty days, cease and determine in respect only of any acts or omissions of the Principal subsequent to such determination, and the Surety shall remain liable for any failure on the part of the Principal, to fulfil its obligations under its student contracts and the Act and regulations which were incurred before the date of determination.

PROVIDED FURTHER that the obligation of the Surety shall be with respect only to claims made known to the Obligee or the Surety within one year from the date of the determination of this Bond, whether or not an action has been commenced or a final judgment has been obtained on such claims.

SIGNED, SEALED AND DELIVERED

Surety

Principal

Amount of Bond
(Clause 9(3)(e))

Number of Students

Amount of Bond Required

0 – 99	\$10,000
100 – 199	\$20,000
200 – 299	\$30,000
300 – 399	\$40,000
Over 399	\$50,000

General Advertising Guidelines

The following guidelines are based on *The Private Vocational Schools Regulation Act, 1995*, Section 26, and *The Private Vocational Schools Regulations, 1995*, Sections 10, 11 and 12:

1. All programs advertised by Category I schools are to include the identification of the school and be clearly directed to training.
2. Reference to careers may be made, if shown as a result of the training.
3. Advertised job expectations must be realistic.
4. All testimonials are to be substantiated within a Saskatchewan context. For example, a school may claim it is “number one”, “the leader” or a certain percentage of graduates received employment in an area directly related to their field of study. These testimonials must be substantiated with statistical information.
5. Student financial assistance is not to be the primary focus of a school advertisement. No financial assistance is to be presented as an endorsement of the program value. The following wording may be used to advertise financial assistance: "Financial Assistance may be available to qualified students."
6. Using the Canadian Code of Advertising Standards as a reference, consider the following:
 - High standards of honesty, truth, accuracy and fairness should be reflected.
 - Advertisements may not contain inaccurate, exaggerated or deceptive claims or statements, either direct or implied.
 - In assessing the truthfulness of a message, concern is not with the intent of the sender or the precise legality of the phrasing. Rather the focus is on the message as received or perceived, that is, the general impression conveyed by the advertisement.
7. For new programs, Category I schools may submit advertisements to the department after program approval in principle has been granted.

Business Plan Outline

Cover Sheet:

- business name, address, telephone and fax numbers
- operator's name
- principal/manager in Saskatchewan
- date

Executive Summary

- brief description of product/service, staff, location and facility/facilities
- short history of venture
- highlights of the industry (locally & nationally)
 - markets,
 - customers & profile,
 - developments,
 - competition,
 - growth potential

Marketing Plan:

- should cover scope and results of market feasibility analysis
 - location of operation and market
 - product
 - price
 - promotion/advertisement
 - distribution
 - market monitoring

Operating Plan:

- scope and results of operation analysis
 - technical aspects of operation
 - legal structure (proprietorship, partnership, corporation)
 - roles of officers (include resumes – listing experience, etc.)
 - directors, officers and key management
 - share options, contracts, agreements
 - labour requirements
 - location of facility
 - floor plan, list equipment and job stations
 - control systems
 - maximum occupancy load (requirements under Fire Regulations)

Financial Plan:

- outline financial feasibility analysis
 - assumptions used for financial planning
 - financial forecasts (balance sheets, income and expense statements, cash flow projections)
 - operating costs (based on cash flow projections)

Internal Dispute Mechanism

According to the *Private Vocational Schools Regulations, 1995*, section 18, every operator of a Category I school shall establish an internal dispute mechanism.

An internal dispute mechanism, registered with the department, must identify the following:

- the procedures respecting making and receiving written complaints;
- the officer or employee of the Category I school to whom written complaints must be given;
- the process to be followed when written complaints are received;
- the manner in which each written complaint and the resolution of that written complaint will be recorded.

Every operator of a Category I school shall maintain a record of all written complaints received and the resolution of those written complaints and make that record available to the minister for inspection.

Department Procedure for Responding to Student Complaints

Nature of complaints

The department responds to student complaints within the provisions of *The Private Vocational Schools Regulation Act, 1995* and its regulations. Typically, the following procedure is employed, but circumstances may require alternate procedures.

Point of first contact with a student

- The usual first contact from a student is by telephone.
- The complaint is heard and clarified.
- If health or safety issues are at stake, the school or another agency may be contacted directly.
- The student is asked to present the complaint to the school principal according to the terms of the internal dispute mechanism.
- If the complaint relates to a breach of the Act or Regulations, the student is requested to document the complaint and send it to the department.
- If the complaint does not relate to a breach of the Act or Regulations, and the internal dispute mechanism has been exhausted, the student is advised to seek other options, including civil action. An invitation of mediation may be made to both parties.

After letter of complaint from student received by department

- The school is presented with the student complaint in writing and is asked to respond in writing to the department.
- Before and after receipt of the school's letter of response, the department may have further contacts with the school and student for purposes of clarification of the issues. These contacts may take the form of telephone conversations, meetings or school monitoring.

After the review is complete

- The department will determine whether the school continues to be in breach of the Act or Regulations, and inform the school and student.
- The department will assure compliance by the school with all sections of the Act or Regulations.
- If the school continues to be in breach of the Act or Regulations, the department will inform the school of the provisions of Sections 15 and 16 of the Act, relating to suspension or cancellation of the school's certificate of registration, and the intention to place the matter before the Deputy Minister, the official delegate of the Minister.

Student Statistics

In May of each year, the Student Statistics and Student Profile forms are issued. The forms are sent by email to private vocational schools that have email addresses and by regular mail on a diskette to the schools that do not have email addresses. The schools are required to return the completed electronic forms by August 1st of each year; however, employment updates may be submitted to the department up to October 31st.

Once the school returns the forms and the information has been processed, the Private Vocational Schools Unit will provide the schools with a summary report.

The Training Completion Fund contribution for each school is calculated using the information the schools have provided in the Student Statistics form.

To view the Student Statistics form, click [Sample 14.1](#). To view the Student Profile form, click [Sample 14.2](#).

NOTE:

The sample forms 14.1 and 14.2 are SAMPLES ONLY. These forms are prepared using Microsoft Excel and are sent annually to a private vocational school along with instructions for completing them.

School Name:

Give information for ALL students who were in attendance at the school between JULY 1, 1999 and JUNE 30, 2000 regardless of how long they attended or whether their start date and/or end date were outside of the above dates.

Student Last Name	Student First Name	Name of Program Student Attending	Scheduled Program Start Date (Month-D-Y)	Percentage program time completed C1=75-100%, C2=50-74%, C3=25-49%, C4=6-24%, C5=1-5%	Successful Completion: G1=Qualified for Diploma or Certificate G2=Completed but did not take exam(s)	Date of Exit from Program (Month-D-Y)	Reason for Discontinuation, if applicable D1=Medical or Maternity, D2=Student Withdrawal or D3=Discontinued by School	E1=Employed in related field, E2=Employed in Unrelated field, E3=Unemployable due to medical reasons or maternity E4=Unemployable - student continuing training	Name of Job and Name & Address of Employer/ Self Employed

Refund and Retention of Fees

As stated in Section 15 of *The Private Vocational Schools Regulations, 1995*, school operators are required to refund to students all amounts paid to the operator when any of the following circumstances occur:

- At the time the student contract was entered into, the operator did not have a certificate of registration;
- The program or course contracted for was not approved by the minister;
- The operator or employees of the school made false or misleading statements regarding the program or course that induced the student to enter into the student contract
- The operator has failed to fully deliver a program or course contracted for.

As stated in Section 16 of *The Private Vocational Schools Regulations, 1995*, if a student commences a program or course contracted for and provides written notice to the operator that he or she intends to cease taking the program or course, the operator may retain the following proportions of tuition fees:

- When 20% or less of the hours of instruction for the program or course have been delivered, the operator may retain 25% of the tuition fee; or
- When more than 20% but less than 50% of the hours of instruction for the program or course have been delivered, the operator may retain 60% of the tuition fee; or
- When more than 50% of the hours of instruction for the program or course have been delivered, the operator may retain 100% of the tuition fee.

For ease in calculating the amount to be refunded to the student and/or retained by the school, use the [**Refunds and retention of fees and other payments**](#) form.

Refunds and retention of fees and other payments

[The Private Vocational Schools Regulations, 1995, Section 16]

Name of Student _____
 Name of School _____
 Name of Program _____

Program Start Date _____ Student Discontinuation Date _____
 Length of Program in **hours** as approved by Department before Program Start Date _____
 Total tuition and registration fee approved by Department before Program Start Date \$ _____
 Total books and supplies fee approved by Department before Program Start Date \$ _____
 Total other fees approved by Department before Program Start Date \$ _____

Calculation of Number of Hours of Program made available by School to Student:
 (Exclude Saturdays, Sundays, Statutory Holidays and Vacation as required.)

Month	Year	Number of Days	Number of Hours
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Totals			

Calculation of Percentage of Program made available by School to Student:

$\frac{\text{Number of Hours of Program made available}}{\text{Length of Program in hours}} \times 100 = \text{Percentage of Program}$

_____ / _____ X 100 = _____ %

Retention of tuition fee:

20% or fewer hours made available, school may retain 25%;
 More than 20% but less than 50% of the hours made available, school may retain 60%;
 50% or more of the hours made available, school may retain 100%.

$\text{Tuition Fee Retained by School} = \text{Percentage of Program} \times \text{Total Tuition Approved by Department}$

Tuition Retained = _____ % X \$ _____ = \$ _____

Subtract Tuition paid by Student to School (include Registration Fee) = \$ _____

Balance owing (to Student if negative number; to School if positive number) = \$ _____

Date Refund sent _____

A copy of this form is to be sent to the student. A separate copy is required by:
 Private Vocational Schools Unit Telephone: (306) 787-5763
 Saskatchewan Learning Fax: (306) 787-7182
 12th Floor, Grenfell Tower, 1945 Hamilton Street
 REGINA SK S4P 3V7

Procedures to be followed in the event of a school closure -- Considerations

Principles

- Least disruption to students
- Minimal cost

Closure at the request of school

- Discussions with Department
- Appointment of an administrator
- Receiving school
- Treasury Board submission re: Training Completion Fund
- Review of Training Completion Plan for each program
- Obtain current student records
- Placement of students
- Obtain student archival records
- Inform all private vocational schools
- Media

Department imposed closure

- Determination of persistent breach of Act or Regulations
- Hearing with the Deputy Minister as per Section 16 of the Act
- Notification to school
- Notification to students
- Appointment of an administrator
- Receiving school
- Treasury Board submission re: Training Completion Fund
- Review of Training Completion Plan for each program
- Obtain current student records
- Placement of students
- Obtain student archival records
- Inform all private vocational schools
- Media

Sudden unpredicted closure

- Appointment of an administrator
- Receiving school
- Treasury Board submission re: Training Completion Fund
- Review of Training Completion Fund
- Obtain current student records
- Placement of students
- Obtain student archival records

- Inform all private vocational schools
- Media

Student Loan Designation

A Category I private vocational school must be registered for a minimum of 18 months and have graduated at least one class before it is eligible for Student Loan Designation status. Once the school meets the above criteria the owner may apply for student loan designation by contacting:

Student Loan Designation Officer
Student Financial Assistance Branch
Saskatchewan Learning
3085 Albert Street
REGINA SK S4P 3V7
Telephone: (306) 787-6148 Fax: (306) 787-1608
E-mail: val.byers@sasked.gov.sk.ca

Annual Financial Reporting

According to Subsection 21(5) of *The Private Vocational Schools Regulations, 1995* every operator of a Category I school must supply the minister with a copy of the school's financial statements for the previous fiscal year, within 90 days of the end of the school's fiscal year.

When a registered private vocational school's year-end approaches, the Private Vocational Schools Unit will notify the school operator and provide the following forms:

[Annual Financial Reporting Process And School Statistics](#)

[Analysis of Vocational School Financial Statements](#)

[Summary Sheet Vocational School Financial Statements](#)

[Appendix A - Instructions](#)

**ANNUAL FINANCIAL REPORTING PROCESS AND
SCHOOL STATISTICS FORM**

Private Vocational School _____

Year End _____

Please complete this form by selecting the Reporting Option and completing the School Statistics data and return to:

Saskatchewan Learning
Private Vocational Schools
1945 Hamilton Street
REGINA SK S4P 3V7

REPORTING OPTIONS

Please review the covering letter, select the process and indicate the choice by checking ✓the appropriate option.

- Option #1 I will submit financial statements to Saskatchewan Learning along with an audit report.

- Option #2 I will submit financial statements to Saskatchewan Learning along with a review engagement report.

- Option #3 My accountant will complete the analysis using the Analysis of Vocational School Financial Statement and my school's financial statement. The Summary Sheet of the analysis will be submitted to Saskatchewan Learning.

SCHOOL STATISTICS

The information on School Enrolment and Employee Statistics is to be completed by all school owners/operators and returned to Saskatchewan Learning.

1.) Enrolment

a) **Add**

i) _____ # of Students Enrolled beginning of fiscal year

ii) _____ # New Student Enrolments during fiscal year

b) **Subtract**

i) _____ # of Students Graduated during fiscal year

ii) _____ # Terminated for other reasons

c) **Equals** _____ # of Students Enrolled at end of fiscal year

2.) Number of Employees

a) **At beginning of fiscal year**

i) _____ Teaching Staff

ii) _____ All Other Staff

b) **At end of fiscal year**

i) _____ Teaching Staff

ii) _____ All Other Staff

Signature

Date

Title

ANALYSIS OF VOCATIONAL SCHOOL FINANCIAL STATEMENTS

I. Initial Review

A. Did the school show a profit in its last fiscal year?

- If the school shows zero or minimal profit, are there indications to suggest that profits were paid out to the owners as salary or management fees?

Minimal profits are those that are less than the greater of \$5,000 or 2% of revenue.

Indications that profits were distributed to management would include an amount shown as bonus payable on the balance sheet, a significant increase in management salaries and wages on the income statement.

- If minimal or no profit is shown, or there is no indication that there was a profit that was distributed as salary or management fees, report an exception.

Exception	
<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

B. Do the financial statements show deferred revenue as a liability at the fiscal year end?

Deferred revenue for a vocational school would generally indicate that there are students who, at the fiscal year end, had not completed the course(s) in which they are enrolled and for which they have paid, and that the school has the obligation to complete the students' education. Deposits paid by students for courses commencing after the fiscal year end might be included in this amount or might be shown separately.

- If not, then does the school's year end coincide with a period when all students have completed the courses for which they have enrolled and/or paid?
- If the fiscal year end and the semester/course year end do not coincide and no deferred revenue is shown then report that the financial statements will not accurately reflect the financial position or results of the school's operation. Report an exception.

Exception	
<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

II. **Financial Strength**

- A. Calculate the trading ratio (total revenue divided by working capital).

Revenue indicates all forms of tuition revenue as well as other revenue. Working capital is the total of current assets less current liabilities (including deferred revenue). Note: if working capital is negative report that fact as the exception.

Current assets are those that can be realized in less than one year from the date of the balance sheet. Current liabilities are those that are payable in less than one year from the balance sheet date.

- If the trading ratio is greater than 12, report an exception.

Exception	
<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

- B. Calculate the current ratio (Current Assets Divided by Current Liabilities).

- If the ratio is less than 1 to 1, report an exception.

Exception	
<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

III. Z-FACTOR

- A. Calculate the Z-Factor for the school as set out below. While this predictor of future viability was developed based on data for United States retail and manufacturing companies, it appears to have some general validity. The key factor seems to be whether the Z-Factor is improving or worsening, not the absolute value that is determined.

Calculate the Z-Factor as follows:

- 6.56 x Working Capital/Total Assets
- 3.26 x Owners Equity¹/Total Assets
- 6.72 x Earnings Before Interest and Taxes/Total Assets
- 1.05 x Owners Equity/Total Liabilities
- Total of the above

- In addition to reporting the current and previous year's Z-Factor, report exceptions in the following circumstances:
 - a) If the Z-Factor has declined from the previous year
 - b) If the Z-Factor has total less than 1.1
 - c) If the Z-Factor is between 1.1 and 2.6

Exception	
<input type="checkbox"/>	<input type="checkbox"/>
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

IV. Other Matters

A. Change of Ownership.

If there has been a change in ownership during or subsequent to the fiscal year, report details of change.

B. Change in Management

If there has been a change in management during or subsequent to the fiscal year, report details of change.

¹ If unincorporated business, use Total Assets less Total Liabilities in place of Owners Equity. Owners Equity includes share capital, retained earnings, contributed surplus and advances/loans from stakeholders.

**SUMMARY SHEET
VOCATIONAL SCHOOL FINANCIAL STATEMENTS**

Private Vocational School _____ **Year End** _____

I. Reporting

A. Report the Breakeven Level of Enrolment

- 1. Current Fiscal Year _____
- 2. Previous Fiscal Year _____

B. Report the Z-Factor

- 1. Current Fiscal Year _____
- 2. Previous Fiscal Year _____

C. Report any other exceptions as identified in the questionnaire. Provide specific details as to the nature of the exception (i.e. Total Liabilities to Net Worth ratio is 5 to 1, which exceed the 3 to 1 ratio set out in the questionnaire.) Use attachments as necessary.

D. Completed by: _____
Signature _____ Date _____

Title

Address: _____

Telephone: _____

APPENDIX A - Instructions

Introduction

This attachment further explains the reporting process.

The purpose of year end financial reporting is to provide an indicator of financial strength which can help provide solutions to protect students, maintain public confidence in private vocational schools, and maintain school operation. This expectation is reflected in *The Private Vocational Schools Regulation Act, 1995*, Section 29 which states:

“The Lieutenant Governor in Council may make regulations:
(w) respecting annual returns, financial statements and the furnishing of other information to the minister by operators, including the deadlines by which the annual returns, financial statements or other information are to be furnished;”

and in *The Private Vocational Schools Regulations, 1995*, Section 21(5) which states:

“Every operator shall provide the minister:
(a) within 90 days of the end of the school’s fiscal year, a copy of the school’s financial statements for the previous fiscal year; and
(b) any other information, in a form satisfactory to the minister, that the minister may request.”

Confidentiality

All school related information generated by the reporting process will be treated confidentially under the *Freedom of Information and Protection of Privacy Act*.

19(1) Subject to Part V and this section, a head shall refuse to give access to a record that contains: (b) financial, commercial, scientific, technical or labour relations information that is supplied in confidence, implicitly or explicitly, to a government institution by a third party.

(2) A head may give access to a record that contains information described in the subsection (1) with the written consent of the third party to whom the information relates.

Definitions

The following definitions will aid in understanding the reporting process.

Accountant: a person with a designation such as Chartered Accountant, Certified Management Accountant, or Certified General Accountant.

Analysis of Vocational School Financial Statement: is a document made up of financial tests used as a guide to measure the school's financial strength. The results of these tests are summarized on *Summary Sheet*.

Summary Sheet: is the summary report of the *Analysis of Vocational School Financial Statements*.

Review Engagement Report: is a review of the financial statements which is carried out to determine their credibility. A Review Engagement is generally limited to inquiries of management and a review of financial data. It does provide some assurances of the reliability of the financial statements.

Auditor's Report: is based on an independent verification of inquiries, a study and evaluation of internal controls, and tests of records and balances. This report represents the highest levels of credibility and reliability that an accountant can express about financial statements.

Private Vocational Schools Year End Financial Reporting Process

A. Information Package

1. Approximately two weeks prior to a school's fiscal year end, this department will send an information package to the school which enables the school to meet Section 21(5) of *The Private Vocational Schools Regulations, 1995*. Package contents will include:
 - a) Letter of notice;
 - b) Annual Financial Reporting Process and School Statistics;
 - c) Analysis of Vocational School Financial Statement;
 - d) Summary Sheet Vocational School Financial Statement; and
 - e) Appendix A -- Instructions.

B. School Chooses Reporting Option and Completes Data

1. Saskatchewan Learning provides school operators with three options for submitting financial statements:
 - a) Auditor's Report along with the financial statements are submitted directly to this department; or
 - b) a Review Engagement Report along with the financial statements are submitted directly to this department; or
 - c) a Summary Sheet prepared by a school's accountant, using either of the preceding financial statements, based on this department's *Analysis of Vocational School Financial Statement*.

Schools are requested to select one option and notify Saskatchewan Learning.

2. Full and accurate information must be supplied for all options to insure the completion of the *Summary Sheet*. The Minister reserves the right to ask for additional financial information and documentation at any time. See *The Private Vocational Schools Regulation Act, 1995 Section 29(w)* and *The Private Vocational Schools Regulations, 1995, Section 21(5)(b)*.

C. School Submits Option and Data Form

1. Schools are requested to submit information in two stages:

Stage 1: Within one week of a school's fiscal year end, operators are asked to complete the *Private Vocational Schools Options and Statistical Data Form*, and return it to Saskatchewan Learning. This form has information on which reporting option a school has chosen, as well as student and school statistics.

Stage 2: Within 90 days of a school's fiscal year end, (as per Section 29(w) of the Act) the required financial documentation based on the option selected is submitted to Saskatchewan Learning.

D. Option #1

The school submits an Auditor's Report along with financial statements prepared by the school's accountant with full and accurate information to enable Saskatchewan Learning to prepare the *Summary Sheet* using the *Analysis of Vocational School Financial Statement* document.

E. Option #2

The school submits a Review Engagement Report along with financial statements prepared by the School's accountant with full and accurate information to enable Saskatchewan Learning to complete the *Summary Sheet* using the *Analysis of Vocational School Financial Statement* document.

F. Option #3

A school's accountant completes the *Summary Sheet* of the *Analysis of Vocational School Financial Statement*. Only the *Summary Sheet* is forwarded to Saskatchewan Learning.

G. Saskatchewan Learning Assesses the School Summary Sheet and Prepares a Report of School Financial Strength

The three reporting options culminate with Saskatchewan Learning conducting an assessment of financial strength based on the *Summary Sheet*. The use of the same criteria and format for all schools provides an opportunity for a fair and consistent assessment. Saskatchewan Learning may request additional information.

Annual financial reporting provides one indicator of the financial strength of a private vocational school. The analysis over a period of time may assist schools and Saskatchewan Learning to provide solutions to potential problems which may threaten the school or the students in the school. It must be reaffirmed that no review can consistently predict future financial viability. Also, financial reporting cannot substitute for competent management and a fully developed financial plan.

H. Saskatchewan Learning

This department's personnel will discuss current year activities with school operators, in light of review indicators.

Private Vocational Schools Advisory Committee

The Private Vocational Schools Advisory Committee is a department committee with members from both the Department of Saskatchewan Learning and various private vocational schools. The purpose of the PVS Advisory Committee is to advise the department on the regulation of private vocational schools. For a list of members, see the [PVS Advisory Committee Members](#) list.

This committee meets every two months alternating locations between Saskatoon and Regina. The meetings notes are sent to all schools by email.

Expenses incurred by members of the committee are paid by Saskatchewan Learning. A claim is to be submitted to the department for processing on the [General Expense Statement](#).

PVS ADVISORY COMMITTEE MEMBERS

Industry:

Blair Chapman
Saskatoon Business College
221 – 3rd Avenue North
SASKATOON SK S7K 2H7
Telephone: 306-244-6333
Email: blairchapman@sbccollege.ca

Karen Butcher
Regency College
501-201-21st Street East
SASKATOON SK S7K 0B8
Telephone: 306-651-1700
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Patrick Chopik
Academy of Learning
P.O. Box 9
YORKTON SK S3N 2V6
Telephone: 306-782-4661
Email: patrick@chopikinstitute.com

Mr. Hans Groenenberg
Heinze Institute of
Applied Computer Technology
255 Second Avenue North
SASKATOON SK S7K 2B6
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Email: ghans@heinze.ca

Peter Hubbs
CDI College
501 – 1870 Albert Street
REGINA SK S4P 4B7
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Lynda Dykes
Universal Career College
226-20th Street East
SASKATOON SK S7K 0A6
Telephone: 306-653-1808
Email: stoonal@shaw.ca

Carlo Bizzarri
Regina Adult Learning Centre
103-1112 Winnipeg Street
REGINA SK S4R 1J6
Telephone: 306-522-4493
Email: cbizzarri@r-alc.com

Gordon McKay
McKay Career Training
226 20th Street East
SASKATOON SK S7K 0A6
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Robert Graham
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134 Chan Crescent
SASKATOON SK S7K 5N8
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Email: r.graham@sasktel.net

Joe Cairo
MARCA College
228 – 21st Street West
SASKATOON SK S7K 0B7
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Email: joe@marvelcollege.com

Department:

Zewei Yu
Saskatchewan Learning
1945 Hamilton Street
REGINA SK S4P 3V7
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Darlene Heska-Willard
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Patti Bateman
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Email: pbateman@sasked.gov.sk.ca

Raman Visvanathan
Saskatchewan Learning
1945 Hamilton Street
REGINA SK S4P 3V7
Telephone: 306-787-5739
Email: rvisvanathan@sasked.gov.sk.ca



General Expense Statement

Date _____

Name _____
 Surname _____ First Name _____ Initial _____ Social Insurance # _____
 Address _____ Telephone Number _____
 Town/City _____ Postal Code _____

Date		Detail of Services Rendered	Travel Itinerary and Times			
Day	Month		Departure Time	Place	Arrival Time	Place

Facilitator _____ Participant _____ Consultant _____ Other _____

Certification
 I hereby certify that these expenditures were incurred on Government business.

Signature of Payee _____

Region/Branch _____

Verification Date _____

Signature of co-ordinator or designate _____

Authorization:
 Work, travelling, mode of travel and disbursements are duly authorized.

Permanent head or designate _____

Excess Room Charges /Approved _____

For Department Use:				
Authority: O.C. _____ M.O. _____		Invoice _____		
Vote	Org	Obj	Act	Amount

Honorarium/Fee Service
 # of days _____ \$/day _____ \$ _____

Lodging
 Hotel, _____ \$ _____
 Receipt required \$59.00 + tax
 Private Residence (maximum \$25/night) _____ \$ _____

Meals
 Departure & arrival time must be indicated in itinerary to verify meal charges:

	Rate	#	\$	\$
Breakfast	\$8.00		\$	
Dinner	\$13.00		\$	
Supper	\$17.00		\$	

Travel Costs:
 Public Transportation (air,bus, train) _____ \$ _____
 Receipts Required

Taxi
 Receipts required for fares in excess of \$6.00 _____ \$ _____

Parking _____ \$ _____

Private Vehicle
 # of Kilometres _____ Rate _____ \$ _____
 X \$0.3646

1 mile = 1.609 kilometres
 round to nearest kilometre

Miscellaneous:
 Telephone calls: Directly related to work _____ \$ _____
 Receipts and details required

Addition Correction _____ \$ _____

HRDC Certification for Tuition Receipts

Newly registered private vocational schools are requested to apply to Human Resources Development Canada for certification to be eligible to issue tuition receipts to their students for tax claim purposes.

To apply for HRDC certification contact:

Certification of Private Educational Institutions
Human Resources Development Canada
Phase IV, 4th Floor
Place du Portage
140 Promenade du Portage
HULL QC K1A 0J9

Phone: (613) 947-2857

Fax: (613) 947-7171

**Saskatchewan Learning
Policy**

CATEGORY:	SUBJECT:	POLICY NO.:
Performance Measures for Category I Private Vocational Schools	Retention and Employment	P - 1

BACKGROUND

- The following performance measures have been discussed on numerous occasions by this department and the Private Vocational Schools Advisory Committee:
 - Graduation or Completion Rates
 - Employment Rates
 - Student Satisfaction Rates
 - Default Rates on Repayment of Student Loans/Designation of Saskatchewan PVSs.
 - Employer Satisfaction with Graduates
 - Financial Indicators
- This policy statement deals with the performance measures of retention and employment.
- An overarching principle is transparency. This would insure clarity with respect to the performance measures and help gain commitment from schools.
- Although student statistics on completion and graduation are required by the department and received on an annual basis, "retention" rather than "graduation" or "completion" was agreed upon by the PVS Advisory Committee as the measure on which to focus for the standard annual report.
- The standard annual report is shared with schools; each school receiving only its own report. All reports are shared with Canada-Saskatchewan Career and Employment Services.
- For the standard annual report, "75% completion of the program" was chosen as the minimum criteria to consider a student for the retention statistic. The rationale behind this decision is based on the fact that a significant percentage of students leave a program early because they find employment in a field related to their training without having to complete the program. It was thought that a school shouldn't be penalized for contributing to the desired results, namely employment after vocational training.

Recommended by:	Approved by:	Date Issued:	New/Supersedes	Page:
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Chair	Deputy Minister			

Committee Member				

Saskatchewan Learning Policy

CATEGORY:	SUBJECT:	POLICY NO.:
Performance Measures for Category I Private Vocational Schools	Retention and Employment	P - 1

- This policy statement constitutes initial progress in developing a set of performance measures for private vocational schools. Further work is continuing on acceptable standards in the other key areas of performance measures.

POLICY

Standards

- The immediate effort will focus on retention and employment rates. The term "retention" will be used in place of "completion" or "graduation". As will be defined, "retention" will be used in a sense that is close to its literal meaning and appears to be similar to its usage among private vocational school operators.
- Retention rates are derived solely from annual statistics provided by schools; employment rates are available from schools and from an independent survey of graduates. When retention and employment rates are reported together, annual statistics provided by schools will be the source for employment rates.
- Accuracy of employment statistics will be assessed by a telephone survey of employers listed by each school.
- The basic report on retention and employment for each private vocational school program will be standardized to include only the following items: School Name/Program; Number Attending; Net Enrolment; Retention; Percentage Retention; Adjusted Retention; Number Employed; Percentage Employed.
- 70% in either student outcome of Percentage Retention or Percentage Employed is the standard below which a process will be initiated that will question the continued registration of a program.
- As required by *The Private Vocational Schools Regulations, 1995*, the deadline for submission of student statistics by school operators is the August 1st date immediately after the end of the reporting year, which is June 30th.
- To avoid consequences, the deadline for submission of student statistics by school operators is the October 31 date immediately after the end of the reporting year, which is June 30th.

Recommended by: _____ Chair _____ Committee Member	Approved by: _____ Deputy Minister	Date Issued:	New/Supersedes	Page: 2 of 4
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Saskatchewan Learning Policy

CATEGORY:	SUBJECT:	POLICY NO.:
Performance Measures for Category I Private Vocational Schools	Retention and Employment	P - 1

Definitions

- **School Name/Program** means the name of the Category I school and the registered program for which statistics are being reported.
- **Number Attending** means the number of students whose program ends within the current year or whose program begins during the current year, but may end in the next year.
- **Net Enrolment** means the number of students whose end date falls within the current year minus the number of students who were unable to complete at least 75% of a program due to medical or maternity reasons.
- **Retention** means the number of students who have completed at least 75% of a program.
- **Percentage Retention** means Retention divided by Net Enrolment times 100.
- **Adjusted Retention** means Retention minus the number of students who were unemployable due to medical or maternity reasons and students who are continuing training.
- **Number Employed** means the number of students employed out of those students who have completed at least 75% of a program.
- **Percentage Employed** means Number Employed divided by Adjusted Retention times 100.

Consequences of not meeting standards

Statistics not submitted by October 31st

- At the discretion of the Deputy Minister, all programs for which statistics are not submitted may be removed from the certificate of registration. If a school operator wishes to re-instate removed programs, submission of applications will be required according to the regular program registration process.
- Student Financial Assistance Branch will be notified about all programs removed from a school's certificate of registration. Programs not set out in a school's certificate of registration are not eligible for student loan funding.

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Chair	Deputy Minister			

Committee Member				

Saskatchewan Learning Policy

CATEGORY:	SUBJECT:	POLICY NO.:
Performance Measures for Category I Private Vocational Schools	Retention and Employment	P - 1

70% Standard not met for either Retention or Employment

- A letter will be sent informing the operator of a school that specific programs are below the 70% standard in either Retention or Employment rates, and that the programs will be closely monitored in the next reporting year.
- After the next reporting year, if the 70% standard is not met for the second consecutive reporting year, at the discretion of the Deputy Minister, a program may be removed from those programs set out in the school's certificate of registration.

PROCEDURES

- Each school will receive the following statistical report package by December 1st:
 - Letter from Program Registration Analyst stating that certain programs will be closely monitored or that the standards have been met;
 - Standard report by program for each school and a comparison to totals for all schools;
 - Handbook of definitions and codes.
- After delivery of each statistical report package, a representative from the department will visit those schools that received a statement that programs will be closely monitored. This meeting will be non-confrontational, but will review the programs below standard and the associated implications.
- After delivery of each statistical report package, a representative from the department will visit those schools that met the program standards.

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Chair	Deputy Minister			

Committee Member				

SASKATCHEWAN LEARNING

POLICY

CATEGORY	SUBJECT:	POLICY NO.
Program Registration	Remedial Education	P – 2

BACKGROUND:

Private Vocational Schools may encounter a student enrolled in a vocational program requiring an enhancement or development of skills not deemed vocational in nature in order to be successful in the vocational program. The acquisition of these skills is generally part of the pre-vocational pre-requisites. Acquiring such skills in the vocational program would be considered remedial. Basic reading, writing and mathematics skills development would constitute the bulk of this remediation.

This policy was developed in consultation with the Private Vocational Schools Advisory Committee.

POLICY:

The policy regarding remedial education (refresher, basic skill instruction, employability skills or “occupational upskilling”) as a component of private vocational school programs is as follows:

- Entrance tests and other assessment and placement instruments used must be available and open to scrutiny by Saskatchewan Learning.
- Entrance requirements must be satisfied prior to enrolment in programs.
- Remedial education must be integrated into the program to satisfy a specific deficiency enabling the student to be successful within the vocational program.
- A maximum of 6.25% up to 100 hours of remedial education may be approved by Saskatchewan Learning for any PVS program (equates to 2.5 hours per week for a 40 week program. 40 weeks is generally recognized as a one year program).
- For competency based programming, the amount of remedial education provided to the student be individualized, but not to exceed 6.25% up to 100 hours, and tuition deemed accordingly as per the previous item.

Recommended by: <hr/> Chair <hr/> Committee Member	Approved by: <hr/> Deputy Minister	Date Issued:	New/Supersedes New	Page 1 of 1
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*The
Private Vocational
Schools Regulation
Act, 1995*

being

Chapter P-26.2 of the *Statutes of Saskatchewan, 1995*
(effective December 15, 1995) as amended by the *Statutes of
Saskatchewan, 2000, c.50.*

NOTE:

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

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CHAPTER P-26.2

An Act respecting Private Vocational Schools

SHORT TITLE AND INTERPRETATION

Short title

1 This Act may be cited as *The Private Vocational Schools Regulation Act, 1995*.

Interpretation

2 In this Act:

- (a) **“certificate of registration”** means a certificate of registration issued or renewed pursuant to section 5 that is not suspended or cancelled;
- (b) **“department”** means the department over which the minister presides;
- (c) **“fund”** means the training completions fund established pursuant to section 18;
- (d) **“insolvent”**, with respect to a person, means:
 - (i) being unable for any reason to meet obligations as they become due;
 - (ii) ceasing to pay liabilities in the course of business as those liabilities become due; or
 - (iii) being in a situation where the aggregate of the person’s property is not, at a fair value, sufficient to pay all the person’s obligations that are due or accruing or where the aggregate of the person’s property, if disposed of at a fairly conducted sale, would not be sufficient to pay all of the person’s obligations that are due and accruing;
- (e) **“inspector”** means an inspector appointed or designated pursuant to section 20;
- (f) **“minister”** means the member of the Executive Council to whom for the time being the administration of this Act is assigned;
- (g) **“operator”** means the operator of a private vocational school who holds a certificate of registration;
- (h) **“private vocational school”** means a school where vocational training is provided, but does not include:
 - (i) a university;
 - (ii) a regional college governed by *The Regional Colleges Act*;
 - (iii) the Saskatchewan Institute of Applied Science and Technology;

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(iv) a school governed by *The Education Act*, by any other Act or by any Act of the Parliament of Canada;

(v) a school operated by a professional organization, where the training or instruction is part of professional requirements or is part of professional development;

(vi) a school operated or provided by an employer or group of employers for employees or an employer association;

(vii) a school operated by an employee association for members of the employee association;

(viii) a school or institution that is prescribed in the regulations;

(i) **“student”** means a person who has entered into a student contract to receive vocational training;

(j) **“student contract”** means an agreement between a private vocational school and a student to provide vocational training;

(k) **“vocation”** means a vocation as defined in the regulations;

(l) **“vocational training”** means instruction in a vocation but does not include instruction that is governed by any other Act or by an Act of the Parliament of Canada.

1995, c.P-26.2, s.2.

REGISTRATION

Certificate of registration required

3(1) No person shall establish or operate a private vocational school without holding a valid certificate of registration.

(2) Every operator shall have a separate certificate of registration for each location where the private vocational school offers vocational training.

(3) Any person who does not have a certificate of registration as the operator of a private vocational school is not capable of commencing or maintaining any action or other proceeding in any court in Saskatchewan with respect to a contract made in whole or in part within Saskatchewan, or against any person domiciled in Saskatchewan, in the course of or in connection with any business carried on by the private vocational school.

1995, c.P-26.2, s.3.

Application for registration or renewal

4(1) Every person who wishes to obtain a certificate of registration or to have the person's certificate of registration renewed shall apply to the minister in the form prescribed in the regulations.

- (2) Every application must be accompanied by:
- (a) the fee prescribed in the regulations;
 - (b) a training completion plan that complies with the requirements prescribed in the regulations; and
 - (c) evidence satisfactory to the minister that:
 - (i) the applicant is able to comply with the requirements for a private vocational school as prescribed in this Act and the regulations;
 - (ii) the applicant has security for claims by students in the amount, with the contents and in the form required by the regulations;
 - (iii) the applicant is not insolvent and is not likely to be insolvent;
 - (iv) the applicant has obtained any approvals required pursuant to any other Acts or laws or from any professional, vocational or other associations connected with the programs of instruction proposed for the private vocational school;
 - (v) the private vocational school will be staffed with instructors who meet the requirements that are prescribed in the regulations; and
 - (vi) the private vocational school will have the accommodation, facilities, equipment and materials that are prescribed in the regulations to teach the programs of vocational training that will be set out in the applicant's certificate of registration.
- (3) An application for renewal of a certificate of registration must be made before the time prescribed in the regulations.
- (4) The minister may request any additional information from an applicant that the minister considers necessary to determine whether or not to issue or renew a certificate of registration.

1995, c.P-26.2, s.4.

Decision to issue or refuse certificate

- 5(1) On receipt of an application, the minister may:
- (a) issue or renew a certificate of registration where the minister is satisfied that the applicant has complied with this Act and the regulations; or
 - (b) refuse to issue or renew a certificate of registration where the minister is not satisfied that:
 - (i) the applicant has complied with this Act or the regulations; or
 - (ii) it is in the public interest to issue or renew a certificate of registration because of the past conduct of the applicant or, if the applicant is a corporation, the past conduct of any of the directors or officers of the applicant.

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(2) When issuing or renewing a certificate of registration or at any subsequent time, the minister may:

- (a) impose any terms on a certificate of registration that the minister considers appropriate; and
 - (b) add new terms, remove or vary terms imposed pursuant to clause (a) or substitute new terms for terms imposed pursuant to clause (a).
- (3) No operator shall fail to comply with the terms imposed on the operator's certificate of registration.

1995, c.P-26.2, s.5.

Display of certificate

6 Every operator shall display the operator's certificate of registration in a prominent place at the entrance of the private vocational school for which the certificate of registration is issued.

1995, c.P-26.2, s.6.

Limitation on transfer of certificate

7(1) No operator shall transfer the operator's certificate of registration to another person without obtaining the prior written approval of the minister.

(2) The minister shall not unreasonably withhold his or her approval of a transfer of a certificate of registration.

1995, c.P-26.2, s.7.

Expiry of certificate

8 Every certificate of registration expires on the date in each year that is prescribed in the regulations.

1995, c.P-26.2, s.8.

Certificate limits training programs

9(1) A certificate of registration authorizes the operator to offer the vocational training programs set out in the certificate of registration at the location set out in the certificate of registration.

(2) No operator shall offer vocational training programs that are not set out in the operator's certificate of registration.

(3) No operator shall offer vocational training programs at a location not set out in the certificate of registration without the prior written approval of the minister.

(4) The minister shall not unreasonably withhold his or her approval of a transfer of location.

1995, c.P-26.2, s.9.

Operator to advise of fundamental change

- 10** Every operator that is a corporation shall immediately advise the minister of:
- (a) a change in the ownership or share or equity holdings of the corporation;
or
 - (b) any continuance, amalgamation or other fundamental change involving the corporation.

1995, c.P-26.2, s.10.

Annual returns and financial statements

- 11(1)** Every operator shall furnish the minister with an annual return and a set of financial statements containing the information prescribed in the regulations.
- (2)** Every operator shall furnish the annual return and set of financial statements within the deadlines prescribed in the regulations.

1995, c.P-26.2, s.11.

Additional information

- 12(1)** The minister may, at any time, request an operator to provide the minister with any information that the minister may require for the purposes of this Act or the regulations.
- (2)** No operator shall fail to provide the information requested by the minister within the time directed by the minister.

1995, c.P-26.2, s.12.

Student contracts

- 13** No operator shall use any form of student contract without obtaining the prior written approval of the minister.

1995, c.P-26.2, s.13.

Mediation

- 14(1)** In the event of a dispute between a student and an operator and with the consent of the student and the operator, the minister may appoint and pay for a mediator to assist the student and the operator in resolving the dispute.
- (2)** Any mediation conducted pursuant to this section is to be conducted in accordance with any procedures prescribed in the regulations.

1995, c.P-26.2, s.14.

Suspension and cancellation

- 15** The minister may suspend or cancel a certificate of registration if, in the opinion of the minister:
- (a) the operator has insufficient or inadequate accommodation, facilities, equipment or materials to teach the programs of vocational training set out in the operator's certificate of registration;

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- (b) the operator is employing instructors who do not meet the requirements set out in the regulations;
- (c) the operator has failed to comply with any other provision of this Act or the regulations;
- (d) the operator is not providing sufficient or acceptable education or physical amenities to students;
- (e) the operator is charging unreasonable amounts for instruction;
- (f) the operator has failed to comply with any term imposed on the operator's certificate of registration; or
- (g) the operator is or is likely to become an insolvent operator.

1995, c.P-26.2, s.15.

Opportunity to be heard

16(1) The minister shall not refuse to issue or renew a certificate of registration, impose any terms on a certificate of registration or suspend or cancel a certificate of registration without giving the applicant or operator, as the case may be, an opportunity to be heard.

(2) Notwithstanding subsection (1), if the minister considers it necessary to protect students or to protect the public interest, the minister may immediately impose terms on, suspend or cancel a certificate of registration without giving the operator an opportunity to be heard, but shall give the operator an opportunity to be heard within 15 days of the imposition, suspension or cancellation.

1995, c.P-26.2, s.16.

Appeals

17(1) Any person who is aggrieved by a decision of the minister pursuant to this Act may appeal the decision on a question of law only to a judge of the Court of Queen's Bench.

(2) An appeal pursuant to this section must be made within 30 days of the date of the decision.

1995, c.P-26.2, s.17.

TRAINING COMPLETIONS FUND

Training completions fund

18(1) The training completions fund is established.

(2) The fund consists of:

- (a) moneys that operators are directed by the regulations to provide;

- (b) donations to the fund; and
 - (c) any income and earnings from investments of the fund.
- (3) The minister shall administer the fund.
- (4) Subject to the approval of Treasury Board, the minister may use the fund:
- (a) to pay for any mediation pursuant to section 14;
 - (b) to compensate students who have entered into a student contract with an operator who has become insolvent;
 - (c) to pay for the expenses of administering the fund; and
 - (d) to do any other thing that is prescribed in the regulations.
- (5) The minister may:
- (a) invest any moneys of the fund in any investments that are authorized for the investment of moneys in the general revenue fund pursuant to *The Financial Administration Act, 1993*; and
 - (b) dispose of the investments in any manner and on any terms that the minister considers appropriate and invest the proceeds in other investments authorized pursuant to clause (a).
- (6) The Provincial Auditor or any other auditor or firm of auditors that the Lieutenant Governor in Council may appoint shall audit the records, accounts and financial statements of the fund annually and at any other time that the Lieutenant Governor in Council may require.
- (7) In each fiscal year, the department, in accordance with *The Tabling of Documents Act, 1991*, shall prepare and submit to the minister a financial statement showing the business of the fund for the preceding fiscal year.
- (8) The financial statement mentioned in subsection (7) is to be in the form required by Treasury Board.
- (9) In accordance with *The Tabling of Documents Act, 1991*, the minister shall lay before the Legislative Assembly each financial statement received by the minister pursuant to subsection (7).
- (10) The fiscal year of the fund is the period commencing on April 1 of one year and ending on March 31 of the following year.

1995, c.P-26.2, s.18.

ADMINISTRATION

Advisory committees

- 19(1)** The minister may appoint one or more advisory committees to advise the minister respecting any matter involving the administration of this Act or the regulations.

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(2) The minister shall obtain the approval of the Lieutenant Governor in Council before appointing an advisory committee for a period longer than one year.

1995, c.P-26.2, s.19.

Inspectors

20 The minister may designate any employee of the department as an inspector and may appoint any other person as an inspector.

1995, c.P-26.2, s.20.

Inspections

21(1) For the purposes of administering this Act and the regulations, the minister or any inspector may make any inspection, investigation or inquiry that the minister or the inspector considers necessary.

(2) Every operator shall:

(a) cause the private vocational school for which the certificate of registration is issued to be open for inspection by the minister or an inspector at all reasonable times during the hours of operation of the private vocational school; and

(b) cause all books, documents, records and equipment pertaining to the operation of the private vocational school to be available for inspection by the minister or the inspector during the times described in clause (a).

(3) Neither the minister nor an inspector shall enter a private dwelling without a warrant issued pursuant to section 22 unless the occupant of the dwelling consents to the entry.

1995, c.P-26.2, s.21.

Warrant

22(1) A justice of the peace or a judge of the Provincial Court of Saskatchewan may issue a warrant authorizing the minister or an inspector to enter and search any place or premises named in the warrant where the minister or inspector believes, on reasonable grounds, that:

(a) an offence against this Act has been committed; and

(b) there is evidence of the offence to be found at the place or premises proposed to be searched.

(2) With a warrant issued pursuant to subsection (1), the minister or inspector may:

(a) enter and search any place or premises named in the warrant;

(b) use any machinery, equipment, appliance or thing located at the place or premises for the purposes of the search;

- (c) require the production of and examine any books, records, papers or documents that the minister or inspector believes, on reasonable and probable grounds, may contain information related to an offence against this Act;
 - (d) subject to section 23, remove any books, records, papers or documents examined pursuant to this section for the purpose of making copies, if a receipt is given; and
 - (e) seize and remove from any place or premises searched anything that may be evidence of an offence against this Act.
- (3) No person shall obstruct any person who is authorized to conduct a search pursuant to this section.

1995, c.P-26.2, s.22.

Copies of documents

- 23(1)** Where any books, records, papers or documents are inspected pursuant to section 21 or seized, examined or produced pursuant to section 22, the minister or inspector may make copies of those books, records, papers or documents.
- (2) Any person authorized to make copies pursuant to subsection (1) shall:
- (a) make those copies as soon as is reasonably possible; and
 - (b) promptly return the books, records, papers or documents from which the copies were made to:
 - (i) the place from which they were removed; or
 - (ii) any other place that may be agreed to by the person authorized to make copies and the person who furnished them or from whom they were seized.
- (3) A document certified by the minister, an inspector or any person authorized by the minister to be a copy made pursuant to this section:
- (a) is admissible in evidence without proof of the office or signature of that person; and
 - (b) has the same probative force as the original document.

1995, c.P-26.2, s.23.

Obstruction

- 24** No person shall:
- (a) resist, obstruct, hinder or interfere with an inspector, or a person aiding an inspector, in the performance of the inspector's duties; or
 - (b) refuse to provide the person's certificate of registration or any record or information required by this Act to an inspector or the department when requested to do so.

1995, c.P-26.2, s.24.

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25 Repealed. 2000, c.50, s.21.

False advertising

26 No operator shall engage in advertising or make a representation that is false, deceptive or misleading or that is prohibited by the regulations.

1995, c.P-26.2, s.26.

Offence

27(1) Every person who contravenes any provision of this Act or the regulations is guilty of an offence and liable on summary conviction to a fine of not more than \$20,000 and, in the case of a continuing offence, a fine of not more than \$2,500 for each day that the offence continues.

(2) No prosecution for an offence against this Act is to be commenced after two years from the day on which the alleged offence is committed.

1995, c.P-26.2, s.27.

Immunity

28 No action or proceeding lies or shall be instituted against the minister, an inspector, any person aiding an inspector or any officer or employee of the department where the minister, the inspector, the person aiding the inspector or the officer or employee of the department is acting pursuant to the authority of this Act or the regulations, for any loss or damage suffered by reason of anything in good faith done, caused or permitted or authorized to be done, attempted to be done or omitted to be done, by any of them, pursuant to or in the exercise or supposed exercise of any power conferred by this Act or the regulations or in the carrying out or supposed carrying out of any duty imposed by this Act or the regulations.

1995, c.P-26.2, s.28.

Regulations

29 The Lieutenant Governor in Council may make regulations:

- (a) defining “**vocation**” and, for that purpose, may adopt, in whole or in part, any code or document as amended from time to time;
- (b) defining, enlarging or restricting the meaning of any word or expression used in this Act but not defined in this Act;
- (c) prescribing schools or institutions or categories of schools or institutions that are not private vocational schools;
- (d) prescribing and requiring the payment of application fees and fees payable by applicants for registration or renewal of registration or for other services provided by the minister pursuant to this Act or the regulations;
- (e) prescribing forms for the purposes of this Act and the regulations;
- (f) respecting training completion plans that operators must submit to the minister;
- (g) respecting the accommodation, facilities, equipment and materials required for private vocational schools;

- (h) prescribing the requirements for instructors and, for that purpose, establishing categories of instructors and prescribing different requirements for different categories of instructors;
- (i) respecting the means of providing vocational training to be used;
- (j) prescribing the minimum number of hours of instruction in a vocation that constitutes a program of vocational training;
- (k) prescribing the maximum fees that operators may charge students for a program of vocational training and for other services the private vocational school may offer;
- (l) respecting the security for claims by students that operators are to provide, including the form, content and amount of the security and the terms on which that security may be forfeited;
- (m) establishing categories of registration and, for that purpose, prescribing different certificates of registration for each category and different terms that may be imposed on each certificate of registration;
- (n) prescribing deadlines for submitting applications for renewal of certificates of registration;
- (o) prescribing a date in each year when certificates of registration expire;
- (p) prescribing amounts that operators are to provide to the fund and requiring operators to make those contributions and, for that purpose, establishing different categories of operators and prescribing different amounts for different categories;
- (q) prescribing purposes for which the fund may be used;
- (r) respecting advertising that operators may employ and prohibiting all or any types or forms of advertising;
- (s) requiring operators to obtain the prior approval of the minister before advertising;
- (t) prescribing the terms and conditions on which money paid for, or on account of, instruction in a private vocational school is to be either retained by an operator or repayable to the payer;
- (u) regulating the selling or offering for sale of any program of instruction offered by a private vocational school;
- (v) respecting examinations of students for certificates of competency, the persons who are qualified to sit as examiners and the issue of certificates of competency;
- (w) respecting annual returns, financial statements and the furnishing of other information to the minister by operators, including the deadlines by which the annual returns, financial statements or other information are to be furnished;

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- (x) prescribing the amount that operators may ask for, charge or receive from the public for any article produced entirely or in part in a private vocational school, or for the material used by or for the services of any employee or student in a private vocational school;
- (y) limiting the number or extent of articles that may be produced for the public or the extent to which services may be rendered to the public in a private vocational school;
- (z) fixing the times during which the public may obtain services in a private vocational school;
- (aa) prescribing the procedures that are to be followed in conducting mediation pursuant to section 14;
- (bb) requiring operators to retain student records, prescribing the form of the student records, prescribing the time that operators are to keep those student records and respecting how student records are to be dealt with if an operator becomes insolvent or ceases to be an operator;
- (cc) respecting information operators are to provide to students and requiring operators to provide that information;
- (dd) respecting the conduct, management and operation of private vocational schools or any category of private vocational schools;
- (ee) respecting advisory committees appointed pursuant to section 19;
- (ff) requiring operators to establish an internal dispute mechanism to solve disputes between the operator and any students at the private vocational school and respecting that internal dispute mechanism;
- (gg) prescribing any other matter or thing that the Lieutenant Governor in Council is required or authorized to prescribe in the regulations;
- (hh) respecting any other matter or thing that the Lieutenant Governor in Council considers necessary for the purposes of this Act.

1995, c.P-26.2, s.29.

TRANSITIONAL, REPEAL AND COMING INTO FORCE

Transitional

30 Any certificate of registration issued pursuant to *The Private Vocational Schools Regulation Act*, as that Act existed on the day before the coming into force of this Act, and that is outstanding on the day that this Act comes into force is continued pursuant to this Act and may be dealt with as if issued pursuant to this Act.

1995, c.P-26.2, s.30.

S.S. 1979-80, c.P-26.1 repealed

31 *The Private Vocational Schools Regulation Act* is repealed.

1995, c.P-26.2, s.31.