Centre for Education Statistics
Postsecondary Education Section

Report on Part-time Enrolment in Trade/Vocational Training Programs
2002-2003

PART-TIME

Name of institution	
Address	

Name and title of reporting official	Telephone ( )
	Booklet ____ of ____

PLEASE READ CAREFULLY BEFORE COMPLETING THE QUESTIONNAIRE

PURPOSE

The objective of this survey is to gather data on part-time enrolments in trade/vocational training programs offered by community colleges and related institutions in Canada. The information collected is made available to federal and provincial agencies and departments, educational institutions and individual researchers.

REPORTING PERIOD

This report should include part-time enrolments over a twelve month period.

INSTRUCTIONS

To facilitate completion, please refer to the instructions and definitions at the end of this questionnaire.

SUBMISSION

CONFIDENTIALITY

FOR INFORMATION ONLY

FOR OFFICE USE ONLY:

DATE RECEIVED	DATE EDITED	EDITED BY

8-2200-398.1: 2005-09-29   STC/ECT-170-00253

Statistics Canada   Statistique Canada

Canada

Report the program type in column b.
Select from the following:

(1) Pre-employment or pre-apprenticeship vocational programs

(2) Programs for registered apprentices

(3) Pre-vocational academic upgrading or basic training for skill development programs (B.T.S.D.)

(4) Language training programs

(5) Skill upgrading programs

(6) Job readiness training programs

(7) Orientation programs

(8) Other

For office use only Program code (050) a	Type of program (060) b	Name of program (use the complete program name) (070) c	Program duration			
			Duration in years (080) d	Year of study (090) e	Duration in weeks (100) f	(110)
						01
						02
						03
						04
						05
						06
						07
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						16
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						18
						19
						20
						21

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	Day	Month	Year		For office use only:
This report covers the 12 month period from			2 0	(010)	(030)
to			2 0	(020)	Institution (040)

Form No.

Sponsorship (120)	Enrolments carried over from previous period (130)	Total new enrolments during reporting period (include transfers from other programs) (140)	Discontinuations		Successful completions (include those who completed the given year of the program)			Number of students still enrolled at end of reporting period (200)
			Total (include unsuccessful completions and transfers to other programs) (150)	Number in "j" who transferred to other programs (160)	Male (170)	Female (180)	Total (190)	
g	h	i	j	k	l	m	n	o
Regular fee payers............								
Human Resources Development Canada............								
Other.............								
Regular fee payers............								
Human Resources Development Canada............								
Other.............								
Regular fee payers............								
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						01
						02
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						04
						05
						06
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6-2200-002.1

This report covers the 12 month period from [ ][ ] Day [ ][ ] Month [ ][2][0][ ] Year (010)

to [ ][ ] [ ][ ] [2][0][ ] (020)

For office use only: [ ][ ][ ][ ][ ][ ][ ] (030)

Institution [ ][ ][ ][ ] (040)

Form No.

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Other.............								
Regular fee payers............								
Human Resources Development Canada............								
Other.............								

GENERAL INSTRUCTIONS

TYPE OF PROGRAM - Column b

Select from the following the type which best describes the program being reported.

1) Pre-employment or pre-apprenticeship vocational programs;
2) Programs for registered apprentices;
3) Pre-vocational academic upgrading or basic training for skill development programs (B.T.S.D.);
4) Language training programs;
5) Skill upgrading programs;
6) Job readiness training programs;
7) Orientation programs;
8) Other.

Please note that a program may correspond to more than one trade type. For example, carpentry may be offered during the reporting period as a pre-employment, registered apprentice and as a skill upgrading program. In this event, report the enrolment for each program type separately.

NAME OF PROGRAM - Column c

Report the complete program name. Enrolment in the following should not be included in this report.

1) courses held in connection with training-in-industry programs for employees;
2) owner-manager supervisory courses;
3) postsecondary, semi-professional, technological, business administration or applied arts programs;
4) programs offered on a part-time basis.

PROGRAM DURATION - Columns d, e, f

If the program length is one year or less, record the duration in weeks (column f)

Example: For a one year program of 40 weeks duration, complete as follows:

Column d	Column e	Column f
		40

If the program duration is greater than one year, complete column d, record the year of study in column e and the number of weeks the program will run during this year of study in column f.

Example: For a program of two years duration in which students study 30 weeks in the first year and 40 weeks in the second year, complete as follows:

Column d	Column e	Column f
2	1	30
2	2	40

SPONSORSHIP - Column g

1) Include students who either pay fees or are granted fee exemption by virtue of residency in the "Regular Fee Payers" category.

2) Students receiving financial assistance from Human Resources Development Canada while attending technical training classes should be reported under "Human Resources Development Canada."

3) Students sponsored by either provincial governments, the private sector, or other federal departments, etc. should be reported under "Other".

ENROLMENTS CARRIED OVER FROM PREVIOUS PERIOD - Column h

Enter the number of students who enrolled in programs that began in the previous reporting period and continued into the current reporting period. Students entering the second year of a two year program should not be included in column h; they should be reported as new enrolments in column i.

TOTAL NEW ENROLMENTS DURING REPORTING PERIOD - Column i

Report the number of full-time students who newly enrolled during this reporting period including those who transferred from other programs.

TOTAL DISCONTINUATIONS - Column j

Report the total number of students who did not successfully complete the program. This category would include students who:

1) discontinued;
2) completed the program but did not meet the required standards;
3) discontinued in order to transfer to other programs offered by the same institution.

NUMBER OF STUDENTS WHO TRANSFERRED TO OTHER PROGRAMS - Column k

Report the number of students in column j who discontinued in order to transfer to other programs offered by the same institution.

SUCCESSFUL COMPLETIONS - Columns l, m, n

The school's criteria for success should be used. If the program duration is greater than one year, successful completions for each year of study should be reported. To illustrate, students who completed the first year of a two-year program should be reported in column n; they should not be reported in column o. The sum of column l and m should equal column n.

NUMBER OF STUDENTS STILL ENROLLED AT END OF REPORTING PERIOD - Column o

Report the number of students still enrolled at the end of the reporting period. This category should include students enrolled in programs that began prior to the end of the reporting period and extended into the next period.

PLEASE ENSURE THAT THE SUM OF COLUMNS h AND i EQUALS THE SUM OF COLUMNS j, n AND o FOR EACH PROGRAM REPORTED.

CONCEPTS AND DEFINITIONS

A. TRADE/VOCATIONAL PROGRAMS

With the exception of programs for registered apprentices, periods of one year or less are usually sufficient to complete programs at the trade/vocational level. Although prerequisites may vary, completion of some high school is normally required for entrance into these programs. In contrast, admission to postsecondary career programs offered by community colleges and related institutions usually requires secondary school completion or equivalent and at least one academic year of study to complete.

B. PROGRAM TYPES

(1) Pre-employment or pre-apprenticeship vocational programs are designed to provide training for occupations in which the trainee has had little or no prior preparation. Successful completion should qualify the trainee to either enter the labour force using the acquired knowledge and skill or enter into an apprenticeship contract with an employer.

(2) Programs for registered apprentices leading to journeyperson status in a number of designated trades fall under the direction of a provincial department of education or labour. This method of learning and acquiring a body of skills and knowledge combines on-the-job experience with short periods of formal instruction. Upon successful completion of required courses and work experience, apprentices become qualified tradespeople eligible to receive journeyperson status. Examples of apprenticeship trades are boilermaker, millwright, electrician, plumber, steamfitter, machinist, roofer, heavy duty equipment mechanic, cook, etc.

(3) Pre-vocational academic upgrading or basic training for skill development (B.T.S.D.) are programs designed to upgrade the knowledge and skills required for further training or employment. They are aimed at improving a candidate's knowledge in the basic subjects of mathematics, English or French, and general science. Completion of these programs is not necessarily equivalent to high school graduation. Included in this category are the following programs: Adult Basic Education, College Preparation, Pre-technology, etc.

(4) Language training programs consist primarily of second language courses designed to give the student a basic understanding and working knowledge of English or French.

(5) Skill upgrading programs have as their objective instruction in new occupational methods and techniques. Students engaged in skill upgrading have had prior training and work experience in their occupation, but have fallen behind in qualifications due to technological changes or other developments.

(6) Job readiness training programs are designed to increase the employability of those persons wanting to enter or re-enter the labour force. The program assists students by providing them with career exploration, job search, life skills and basic academic training.

(7) Orientation programs are primarily designed to guide students into trade or vocational occupations and to provide them with job search skills. The programs are not designed to teach the skills necessary for specific employment but to provide the student with sufficient knowledge to pursue an occupation. Included in this category are the following programs: Career Exploration, Employment Orientation for Women, Introduction to Non-traditional Occupations, Life Skills, Industrial Orientation.

(8) Programs that do not fit into one of the predefined categories should be classified as "other". Included in this category may be customized training programs.

COMMENTS:

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THANK YOU FOR YOUR COOPERATION. PLEASE RETURN THE QUESTIONNAIRE IN THE ENCLOSED ENVELOPE.

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