



Work-Study Programs in Technical Training

Administrative Guide

This document was produced by the
Ministère de l'Enseignement supérieur, de la Recherche et de la Science.

Coordination and content

Direction des programmes de formation technique
Direction générale de l'enseignement collégial
Secteur de l'enseignement supérieur

Title of original document

L'alternance travail-études en formation technique

English translation

Direction des services à la communauté anglophone
Services langagiers
Ministère de l'Éducation, du Loisir et du Sport

For additional information, contact:

Renseignements généraux
Direction des communications
Ministère de l'Enseignement supérieur,
de la Recherche et de la Science
1035, rue De La Chevrotière, 18^e étage
Québec (Québec) G1R 5A5
Telephone: 418-266-3363
Toll-free line: 1-855-390-7130

An electronic version of this document is available
on the Ministère's Web site at: www.mesrs.gouv.qc.ca.

© Gouvernement du Québec
Ministère de l'Enseignement supérieur, de la Recherche et de la Science, 2015

ISBN 978-2-550-72332-5 (PDF)

Legal deposit – Bibliothèque et Archives nationales du Québec, 2015

Table of Contents

Introduction.....	1
1. The work-study approach to technical training	2
1.1 Definition.....	2
1.2 Concept	2
1.3 Aim	3
1.4 Financial support program.....	3
1.4.1 Conditions to be met	3
2. Administrative procedures associated with the work-study approach to technical training	5
2.1 Authorization and subsidy applications in the work-study approach to technical training ..	5
2.2 Funding procedures	5
2.3 Declaration of student enrolment to the Ministère	5
2.4 Student record	6
3. Student salaries	8
4. Incentives for companies.....	9
5. Ministerial coordination	10
6. Sources of information	11
6.1 Web site.....	11
6.2 Association with an interest in the development of work-study programs	11
Appendix 1 – Synoptic table of practicums in the workplace	13
Appendix 2 – Programs of study not eligible for the work-study financial support program	14
Appendix 3 – Educational institutions not eligible for the work-study financial support program ..	15

Introduction

This administrative guide is a reference document for educational institutions that are recognized by the Ministère de l'Enseignement supérieur, de la Recherche et de la Science (MESRS) and that offer programs leading to a Diploma of College Studies (DCS) or an Attestation of College Studies (ACS).

This guide groups together information on the administration of work-study programs.

Teaching institutions must understand all aspects—theoretical, organizational and pedagogical—of the concept of work-study. They must also promote the work-study approach to both students and college staff, and oversee its application.

The explanations of the work-study financial support program in this document are given solely for the purpose of comprehension. In the event of disputes or divergent interpretations, the wording in the budget appendices takes precedence.

1. The work-study approach to technical training

Section 1 presents the concept and goals as well as the theoretical and operational definitions of the work-study approach to technical training. These elements are essential to the recognition and funding of work-study projects by the Ministère de l'Enseignement supérieur, de la Recherche et de la Science (MESRS).

1.1 Definition

The work-study approach is both an educational strategy and a means of organization that integrates periods of school studies and practicums in the workplace to form a training partnership between educational institutions and businesses. These practicums are an integral part of technical training programs leading to a DCS or an ACS.

1.2 Concept

The work-study approach is an educational strategy that:

- places students at the centre of the educational process and enables them to play a more meaningful role in their own training
- combines periods of training in school and practicums in the workplace
- is based on the transfer of learning across different environments
- fosters the application of competencies acquired in school and validated in the workplace
- requires a partnership based on the complementary roles of schools and businesses, as well as on mutual respect for their roles and specific characteristics

Work-study is one way of organizing training offers by pairing a given program of study with training in the workplace.

The decision to adapt or not to adapt a work-study program is based on an in-depth analysis of the relevance and requirements of a specific form of training and its workplace potential.

Adapting a work-study program requires:

- a feasibility study of internal characteristics integral to the program
- a feasibility study of external characteristics relating more to the regional realities of the training sector in question
- a financial feasibility study to assess project-related costs
- project development including partnership consolidation and the updating of the conditions governing the project's implementation

The adaptation process makes it possible to verify the extent to which companies are interested in hosting interns, as well as how committed they and potential students are to a given project. In conjunction with the efforts of workplace stakeholders, the process also makes it possible to validate the competencies required by the job and define the tasks students will carry out as part of their practicum.

The educational institution must be able to provide the human, material and financial resources required to successfully carry out the work-study project as planned.

1.3 Aim

All practicums in the workplace in technical training programs leading to the Diploma of College Studies (DCS) or to the Attestation of College Studies (ACS) must provide for the application of competencies¹ that define the workplace's expectations of trainees (see the table in Appendix I).

1.4 Financial support program

In order for a work-study project to be eligible for the financial support program, certain conditions must be respected. Adherence to these conditions makes it possible to obtain recognition, credit and funding for work-study projects according to the concept of education set out in the *Cadre de référence de l'alternance travail-études*.

1.4.1 Conditions to be met

As stipulated in Appendix S016 of the *Régime budgétaire et financier des cégeps* (or in Appendix 033 of the *Régime budgétaire et financier des établissements privés d'ordre collégial*), work-study programs must:

- be offered in an institution recognized by the Ministère;
- lead to technical certification, i.e. a Diploma of College Studies (DCS) or an Attestation of College Studies (ACS). ACS programs must comprise a minimum of 40 credits;
- be taken by full-time students (according to the current definition);
- begin with a period of school training;
- end with a period of school training comprising a minimum of 45 hours of instruction taken for credit;
- include at least two alternating periods (including two practicums)²;
- be comprised of alternating study and work periods intended to further the application of competencies;
- (when they lead to a DCS) comprise two or three practicums in the workplace lasting from 8 to 32 weeks, for a minimum of 224 hours each;

¹ The application, in the workplace, of a number of the program competencies **already acquired and certified** in a school setting.

² Work-study programs are comprised of alternating study and work periods.

- (when they lead to a DCS and include practicums in the workplace lasting more than 16 weeks) ensure that students attend school on a full-time basis in either the fall or winter semester in the same school year;
- (when they lead to an ACS) comprise two practicums in the workplace lasting from 4 to 16 weeks, for a minimum of 112 hours each;
- include time in the workplace equivalent to at least 20% of the total duration of the program;
- be organized in such a way that all practicums in the workplace are added to the total duration of the program and that no credits are assigned for practicums.

In the case of discrepancies in the above-mentioned conditions, budget appendix S016 or 033 takes precedence.

Details

- Although a work-study project can extend the length of a training program, it cannot lead to an increase or a decrease in the number of hours in the program of study, nor can it change the number of credits assigned to the program.
- Each on-the-job training period must be followed by activities completed to earn credits. Students may do practicums in the workplace only after they have acquired all of the program competencies.
- Practicums in the workplace must take place over successive weeks; in other words, they must not be interrupted by periods of full-time study. The practicum must be the student's main activity. For example, if a company ceases operations for a two-week period and if the employer-employee relationship is still viable, the weeks before and after the break are deemed to be consecutive.
- For application purposes, a person who was enrolled full time during the preceding semester is deemed to be pursuing a full-time study program. When a practicum takes place during the fall, the preceding semester is understood to be a winter or summer term, as the case may be.
- Practicums in the workplace of over 16 weeks must include a summer term. In other words, students must be enrolled full time during the fall or winter semesters. Moreover, all practicums including those lasting longer than 16 weeks must be declared in the Socrate system as a single practicum and not as two distinct ones.³

³ To determine the semester in which a practicum must be declared, go to Appendix C013 of the *Régime budgétaire et financier des cégeps*.

2. Administrative procedures associated with the work-study approach to technical training

2.1 Authorization and subsidy applications in the work-study approach to technical training

Authorized programs are continued each year, unless otherwise indicated.

In cases where a college must modify the range or type of work-study programs it offers, or make adjustments in order to offer a new work-study program, the college has until **March 1** of the year in question to submit a subsidy and authorization application (*Demande d'autorisation et de subvention des projets ATE*) for the following year. If necessary, the form must be completed and authorized by the Director General of the college.

This form is available (in French only) at: <http://inforoutefpt.org/ate/documents>.

2.2 Funding procedures

Specific measures for funding various types of work-study projects are set out in the budgetary and financial rules for the current school year for CEGEPs and private colleges. See:

Régime budgétaire et financier des cégeps (Appendix S016):

<http://www.mesrs.gouv.qc.ca/personnel-de-college/regles-budgetaires-et-reddition-de-comptes/regime-budgetaire-des-cegeps> (in French only)

or

Régime budgétaire et financier des établissements privés d'ordre collégial (Appendix 033):

<http://www.mesrs.gouv.qc.ca/personnel-de-college/regles-budgetaires-et-reddition-de-comptes/regime-budgetaire-des-etablissements-privés> (in French only)

Note: Some programs of study and educational institutions are not eligible for the financial support program for work-study programs (see Appendices II and III).

2.3 Declaration of student enrolment to the Ministère

In addition to being required for subsidy purposes, the declaration of student enrolment is also needed for the certification of studies, so that the note "Program Completed as Work-Study Program" appears on the student's statement of competencies.

The declaration of student enrolment is submitted via *Socrate*, the data system for college students. The dates for declaring client groups are listed in the *Socrate* operations timetable.

Socrate reports available:

- SRTEF5065CR: List of students with work-study practicums
- SRTEF7020AR: Work-study practicums for funding purposes

- SRTEF7020BR: List of students in work-study programs, for funding purposes
- SRTEF7020CR: List of students graduating from work-study programs, for funding purposes

Instructions for submitting data are provided on the **Socrate Web site** at the following address: <http://www8.mels.gouv.qc.ca/ens-sup/Socrate/index.php>.

2.4 Student record

The following documents **must be kept** in the student records of all those enrolled in a work-study program:

- the tripartite agreement signed by the student, the business and the educational institution for each practicum in the workplace. This agreement must specify the tasks the student is expected to perform in relation to the competencies targeted by the program.
- the evaluations⁴ carried out by the host company in conjunction with the educational institution according to pre-established criteria set by the latter
- confirmation by the employer of the number of hours worked, once the practicum is over
- the report on the visit to the company made by a representative of the educational institution during the practicum⁵
- the student's practicum report

Although student practicum reports are mandatory, some students may neglect to hand in their reports to the college after their practicum. In such cases, the college is encouraged to write a note to this effect in the student's record.

All documents must be kept for the period of time specified in the *Guide de gestion des archives des établissements d'enseignement collégial du Québec*.⁶

Note: Educational institutions can find models of these documents (in French only) in the "Documentation et liens" section of the following Web site: <http://inforoutefpt.org/ate>.

Details

To ensure that declarations made to the Ministère comply with current laws and regulations, the Ministère reserves the right to see, at any time, all or any supporting documents included in the student record.

⁴ Process whereby a judgment is made, based on established norms or criteria, on the value of a situation, a process or a given element, for the purpose of making pedagogical and administrative decisions.

⁵ Although a visit to the practicum location is highly recommended, a conference call or videoconference can be used instead. In the latter two cases, a report must be submitted.

⁶ If you use the tax credit for on-the-job training periods, please check with Revenu Québec regarding the amount of time supporting documents must be kept.

The information in the student record must be probative, i.e. relevant, reliable and substantiated.

- Any convincing argument that is used to establish the truth or falsity of a specific point or statement is considered to be probative.
- Relevance points to the existence of a clear and logical relationship between the information contained in a student's record and the regulations governing that student's practicum. Irrelevant information cannot be used as evidence.
- Information that accurately reflects reality is said to be reliable.
- Various resources including documents, confirmations and observations can be used to determine whether information is substantiated.

3. Student salaries

When students embark on a practicum in the workplace that requires them to apply competencies acquired in and recognized by their educational institution, they already possess the knowledge and skills necessary to carry out certain work-related tasks. In such cases, they must carry out specific tasks in the workplace and are considered to be salaried workers within the meaning of the *Act respecting labour standards*. All of the provisions of the *Act* apply to them, which means that the host company is required to pay the student at least the minimum wage in effect at that time.

The *Act respecting labour standards* applies to practicums carried out in Québec. Students engaged in practicums outside Québec are subject to the basic rules in effect in their host province or country.

4. Incentives for companies

At this time, two measures are available to host companies:

- the tax credit for practicums in the workplace
- eligible training expenditures under the Act to promote workforce skills development and recognition.⁷

Revenu Québec is responsible for managing the tax credit for practicums in the workplace. The Ministère de l'Enseignement supérieur, de la Recherche et de la Science is responsible for promoting this measure and for helping educational institutions to meet their responsibilities with respect to these practicums.

Generally, practicums in the workplace that are part of work-study programs are eligible for the above-mentioned tax credit if they are planned and integrated into the program of study, comprise the mandatory minimum number of hours (140), do not exceed 32 weeks, and are remunerated.

For additional information regarding this matter, please contact Revenu Québec at one of the following numbers:

For companies:

- 418-659-4692 (Québec City)
- 514-873-4692 (Montréal)
- 1-800-567-4692 (other regions)

For individuals or partnerships:

- 418-659-6299 (Québec City)
- 514-864-6299 (Montréal)
- 1-800-267-6299 (other regions)

⁷ For additional information (in French only), you may consult the *Guide général d'application de la Loi favorisant le développement et la reconnaissance des compétences de la main-d'œuvre*. It is available on the Web site of the Commission des partenaires du marché du travail, at <http://www.cpmt.gouv.qc.ca/grands-dossiers/loi-competences/obligations.asp>.

5. Ministerial coordination

At the ministry level, work-study programs in technical training are coordinated by the Direction générale de l'enseignement collégial. For additional information, please contact the work-study team of the Ministère de l'Enseignement supérieur, de la Recherche et de la Science at the following address:

Ministère de l'Enseignement supérieur, de la Recherche et de la Science
Direction générale de l'enseignement collégial
Direction des programmes de formation technique (DPFT)
1035, rue De La Chevrotière, 12^e étage
Québec (Québec) G1R 5A5
E-mail: DPTFC_ATE@mesrs.gouv.qc.ca

6. Sources of information

6.1 Web site

The Web site www.mels.gouv.qc.ca/ate posts useful information about the work-study approach, such as programs offered according to educational institution, region or level; statistics; video clips of first-hand accounts from students, host companies and school staff members involved in work-study programs; and other administrative documents.

6.2 Association with an interest in the development of work-study programs

ACDEC-Québec: The Canadian Association for Co-operative Education – Quebec committee

Secretary

Telephone: 819-909-6615

E-mail: info@acdec-quebec.org

Web site: <https://www.acdec-quebec.org/cms/site/acdec>

Appendix 1 – Synoptic table of practicums in the workplace

Goal	Competency application
Pedagogical aim	Implementation of competencies
Program of study	Diploma of College Studies (DCS), Attestation of College Studies (ACS)
Duration	<ul style="list-style-type: none"> • At least 20% of the total number of hours in the program of study • In addition to the hours in the program of study • When the program leads to a DCS, there should be two or three practicums in the workplace lasting from 8 to 32 weeks, for a minimum of 224 hours each. • When the program leads to a DCS and comprises over 16 weeks of practicums in the workplace, ensure that students attend school on a full-time basis in either the fall or winter semester in the same school year. • When the program leads to an ACS, there should be two practicums in the workplace lasting from 4 to 16 weeks, for a minimum of 112 hours each.
Types of activities	<ul style="list-style-type: none"> • Work activities: Content set by the host company and approved by the educational institution
Certification	<ul style="list-style-type: none"> • Not-for-credit activities • The practicum takes place after certification of the targeted competencies. • The company does a formative evaluation of the practicum in conjunction with the educational institution.
Salary	<ul style="list-style-type: none"> • Covered by the <i>Act respecting labour standards</i>
Visit by a representative of the educational institution during the practicum⁸	<ul style="list-style-type: none"> • Mandatory

⁸ Although a visit to the practicum location is highly recommended, a conference call or videoconference can be used instead. In the latter two cases, a report must be submitted.

Appendix 2 – Programs of study not eligible for the work-study financial support program

Some programs of study in the health sector (sector 19) are not eligible for the work-study financial support program.

The programs in question are those that comprise a large number of practicum hours. Funding considerations include the cost of organizing training and clinical practicums in health care institutions.

The following programs do not qualify for the financial support program:

Programs leading to a DCS or an ACS

Techniques d'électrophysiologie médicale	140.A0
Biomedical Laboratory Technology	140.B0
Techniques d'inhalothérapie	141.A0
Technologie de radiodiagnostic	142.A0
Technologie de médecine nucléaire	142.B0
Technologie de radio-oncologie	142.C0
Nursing	180.A0
Soins infirmiers	180.B0
Prehospital Emergency Care	181.A0

*None of the health sector programs of study leading to an ACS are eligible for the work-study financial support program.

Appendix 3 – Educational institutions not eligible for the work-study financial support program

The following educational institutions are not eligible for the work-study financial support program:

- The La Pocatière and Saint-Hyacinthe agro-food institutes. Funding for their activities is the responsibility of the Ministère de l’Agriculture, des Pêcheries et de l’Alimentation du Québec (MAPAQ).
- The Institut de tourisme et d’hôtellerie du Québec (ITHQ), because it is not funded in accordance with the Régime budgétaire et financier des cégeps.
- Private schools not authorized for subsidy purposes.

The Ministère de l’Enseignement supérieur, de la Recherche et de la Science (MESRS) can authorize these educational institutions to offer the work-study option if they submit a request to this effect. Although these educational institutions do not receive funding under the work-study financial support program, this option enables students to have the indication “Program Completed as Work-Study Program” on their college transcripts.

**Enseignement
supérieur,
Recherche et Science**

Québec

