

BCCAT Meeting of Articulation Committee Chairs February 1, 2008



Overview

- History of the *Act* and the Objectives
- PCTIA Board and their role
- Registration
- Accreditation process
- Reporting requirements

Private Career Training Institutions Act

- Came into effect November 22, 2004
- Provides the framework for the Agency
- The Objectives of the *Act* are:
 - To provide consumer protection to the students and prospective students of registered institutions
 - To establish standards of quality that must be met by accredited institutions
 - To carry out, in the public interest, its powers, duties and functions in the *Act*, regulations and the bylaws

PCTIA Board

- The board is currently made up of 10 people
- 4 were elected October 1, 2006
- 3 were originally appointed at the time of the board's inception
- 2 were appointed by the minister to replace vacancies
- 1 member is always appointed by the minister

Current PCTIA Board Members

- Frank Byl, Power Concepts, Kelowna
- Derek Hamill, AOL Head Office, Vancouver
- Gordon Lee, Kwantlen University College, Vancouver
- Lois McNestry, Discovery Community College, Campbell River
- Sarah Pearson, Student University Canada West Academy, Victoria
- Tammy Pitkeathly, Flight Discovery Ltd., Kamloops
- Robert Prendergast, TEC – The Education Company, Vancouver
- Steve Whiteside, AOL, Vancouver
- Kevin Williams – Chair, Hot Sole Music Inc., Port Coquitlam
- Ruth Wittenberg – Appointed, Ministry of Advanced Education, Victoria

Role of the Board

- To govern, control, and administer the affairs of the Agency in accordance with the *Act*, regulations and bylaws
- Provide the Minister with information relating to the business of the Agency
- Submit a financial report to the Minister within 90 days of year end
- Subject to the *Act*, regulations and bylaws establish its own practices
- Appoint the registrar and establish the functions and duties of the registrar
- Establish the bylaws as outlined in the *Act*

Role of the Agency

- To protect students tuition in the event of closure
- To ensure quality standards are met by accredited institutions
- To administer the Student Training Completion Fund

Registration

- The Registrar must grant registration to each person that applies for registration, satisfies the Registrar that the person meets the requirements for registration under the *Act*, the regulations and these Bylaws, and pays the fees set by the Bylaws
- The Agency requires institutions that offer career training that equals or exceeds 40 hours of training **and** \$1000 or more of tuition to be registered

Registration cont'd

- Information required
- Process
- Applications expire after 6 months if not complete
- Payments at the time of registration

Accreditation

- Institutions must be registered and offering training for a period of one year before they are allowed to apply for accreditation
- Accreditation is a voluntary process
- All applicants for accreditation have their names posted on the Agency website
- Applications for accreditation expire after one year

Accreditation Process

- Application
- Compliance audit
- Submission of accreditation report
- Review of report by officer
- Acceptance of report and audit
- Audit report
- Registrar's decision

Accreditation application

- After one year of operation an institution may submit an application for accreditation and the applicable fees
- Date of registration is verified

Compliance Audit

- Upon receipt of the accreditation application a compliance audit is scheduled to ensure the institution meets the conditions of registration before proceeding to accreditation
- Institution deals with any issues from the compliance audit (if any) and once compliant is then approved to submit the Accreditation Report

Accreditation Report

- The report covers the following areas:
 - Mission Statement
 - Administrative Capacity
 - Facilities and Institutional Resources
 - Instructors/Facilitators
 - Academic Policies and Student Services
 - Program Delivery
 - Distance Education

Review of Accreditation Report

- Officer works with the school to ensure that all of the areas in the report are adequately addressed before accepting the report
- Once accepted the officer assembles an audit team consisting of an audit chair and team specialists for all disciplines offered by the institution
- each member is supplied with a copy of the accreditation report to review prior to the audit

Accreditation Audit

- Purpose of the audit is to validate that the institution meets the quality standards set in the Bylaws and that the policies and procedures outlined in the report match what is happening at the institution
- There are 28 quality standards that the institution must meet to achieve accreditation
- Audit is usually a minimum of 2 days but depends on the number of sites/branches that the institution has
- First day of audit is the orientation
- Second day is the on-site audit

Accreditation Audit Report

- At the end of the audit the audit chair writes a report to the Registrar stating what was seen and validated at the on-site audit with input from the team specialists
- The report makes a recommendation from the audit team as to whether the institution meets the standards for accreditation or not
- The registrar shares the report with the institution and they are given 30 days to comment on the accuracy of the report but not on the opinions of the audit team

Registrar's Decision

- Once the institution has responded and accepted the report the Registrar decides on the accreditation outcome for the institution
- If the institution does not meet the quality standards they will not be granted accreditation until they do so
- In some cases where demonstration of a quality standard was present but not documented the Registrar can grant “accreditation with conditions” with a short time frame attached for the condition to be met

Accreditation Term

- Institutions' accreditation is on-going subject to a review within a 5 year period
- Accreditation can be suspended or cancelled by the Registrar if the institution fails to maintain the quality standards and reporting requirements of the Agency
- All suspensions are posted on the website and once lifted remain on the website for a period of 5 years
- Once accredited schools are visited annually by their officer and a report written that is submitted to the Registrar

Other Reporting Requirements

- Accredited institutions must perform a formal external program review for each registered program at least once in every 5 years
- Annual reports are submitted to the Agency on the anniversary of accreditation
- November Enrollment Report
- Financial Statements
- Any changes relating to the operation of the institution

Questions

