

# **SOCIOVOCATIONAL INTEGRATION (SVI)**

**Training Certificate  
In Sociovocational Integration  
(Adult Sector): Unskilled Occupations**

**Information Document**

**March 2003**

**Québec** 

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**Direction de la formation générale des adultes  
Service de l'évaluation des apprentissages**

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## **INTRODUCTION**

This document provides information on the procedures and requirements for requesting the issue of an official training certificate in sociovocational integration (adult sector). It comprises the following: background on programs leading to unskilled occupations, admission criteria, the description and duration, support measures, program approval, and certification of studies.

The information in this document is utilitarian in nature. The appendixes that follow complement the information provided with respect to the requirements and procedures for obtaining a certificate in sociovocational integration education for adults.

Appendix 1: Application for Program Approval

Appendix 2: List of SAGE Codes and Course Titles

## 1. BACKGROUND

Ministerial Plan  
of Action

The *Ministerial Plan of Action for the Reform of the Education System* presented in 1997 supports the Estates General on Education recommendations concerning the diversification of youth and adult sector programs for students who do not meet the criteria either for admission to vocational education or for obtaining a secondary school diploma.

A number of measures have been taken in recent years to better prepare students for the job market and to improve the graduation rates in both the youth and adult sectors.

*Basic adult general  
education regulation*

Sections 10 and 32

**Basic adult general education regulation** which came into force in **July 2000**, provide for **sociovocational integration services** to allow **adults** to acquire the skills they need to enter and remain in the job market, or to continue their studies. These services allow adults both to develop their employability and sociovocational skills and to qualify to practise an unskilled occupation.

Training certificate in  
sociovocational  
integration (adult  
sector)

Section 32 of the *Basic  
adult general  
education regulation*  
in force as of July 1,  
2000

Since 1997-1998, adults who successfully complete such training are awarded a **training certificate in sociovocational integration (adult sector)** signed by the minister of Education and a representative of the school board concerned, or an **attestation of competencies** from their educational institution. The first certificate in sociovocational integration education for adults was awarded during the 1999-2000 school year to adults who had successfully completed the required course work and practicums based on the educational and administrative procedures specific to this type of attestation. Since then, other certificates have been issued to adults who graduated from the Centre de ressources éducatives et communautaires d'Ahuntsic (CRECA) of the Commission scolaire de Montréal (CSDM) and from the Centre Louis-Jolliet of the Commission scolaire de la Capitale.

## 2. UNSKILLED OCCUPATIONS

Content of  
program

The program must include training to foster sociovocational integration, training for an unskilled occupation (a maximum of 350 hours of training leading to a training certificate) and general education of a utilitarian nature (conversational English, introduction to computers, French, etc.).

### 3. ADMISSION CRITERIA

Section 32 of the  
*Basic adult  
general  
education  
regulation* in force  
as of July 1, 2000

General criteria

To qualify for admission, students must be 16 years of age or over (according to the *Education Act*, sections 2 and 14) and have passed the preparatory courses for secondary education in language of instruction, mathematics and second language. The general criteria for admission are the same as those listed in the *Sociovocational Integration Organization Guide* (1997) and include: the ability to understand simple instructions; the motivation and capacity to enter or reenter the job market or to continue to hold a job; the ability to work in a group; the ability to demonstrate independence in social relationships; and the ability to accept responsibility and commit oneself to a personal vocational integration plan.

### 4. PROGRAM DEVELOPMENT

#### 4.1 TRAINING FOR SOCIOVOCATIONAL INTEGRATION

The sociovocational skills are acquired either in school or in the workplace, depending on the adults' needs and the employment (unskilled occupation) targeted.

#### 4.2 TRAINING FOR AN UNSKILLED OCCUPATION

The needs are defined in collaboration with businesses in order to determine the skill or skills to be acquired during the on-the-job training leading to a vocational qualification.

#### 4.3 GENERAL EDUCATION

Where applicable, general education of a utilitarian nature is determined on the basis of the adult's needs and in relation to the occupation targeted.

#### 4.4 DURATION OF PROGRAM

The duration of the program is **900** hours distributed as follows: **200** hours of sociovocational integration aimed at developing employability and sociovocational skills; **350** hours of practicums leading to an unskilled occupation; **250** hours of other types of practicums needed for sociovocational integration; and **100** hours of general education, depending on the requirements of the occupation targeted.

## 5. SUPPORT MEASURES

School boards wishing to to inform their partners of the tax credit measure for practicums should visit the Direction générale de la formation professionnelle et technique (DGFPT) Web site at:

[http://www.inforoutefpt.org/default\\_eng.htm](http://www.inforoutefpt.org/default_eng.htm)>.

Click on:

- DGFPT (MEQ) Dossiers
- All (DGFPT) Dossiers
- Guide to Semi-Skilled Occupations
- Tax Credit

The work-study button leads to a description of the the work-study approach.

The work-study approach is designed for certain vocational and technical education students and for sociovocational integration students in general education programs for adult. If you are interested in this type of partnership between the Adult Education Centre and businesses, you can visit these two Web site for further information:

<[www.meq.gouv.qc.ca](http://www.meq.gouv.qc.ca)>

<[www.inforoutefpt.org/default\\_eng.htm](http://www.inforoutefpt.org/default_eng.htm)>

Click on:

- DGFPT (MEQ) Dossiers
- All (DGFPT) Dossiers
- Work Study Program

## 6. PROGRAM APPROVAL

Interested school boards must complete the training program accreditation request (Appendix 1). This request must be signed by the chairman of the school board and accompanied by a resolution of the council of commissioners.

Two copies of this request must then be sent to the regional office of the Ministère de l'Éducation. The regional office will then forward a copy to the person in charge of sociovocational integration at the Direction de la formation régionale des adultes (DFGA). The proposal will then be analysed jointly by the regional office and the DFGA.

Programs are approved on the basis of the rules set forth in the **Basic adult general education regulation** and the annual directives for general education in the adult sector.

Interested school boards must complete the application for program approval (Appendix 1), and make sure to provide the following information:

- general information on the school board
- partners associated with the training plan
- the date after which the school board would like certificates to be issued
- a description of the pedagogical planning and of the supervision of practicums in the workplace
- a description of the evaluation procedures that will be used to determine whether the adult has successfully completed training for the unskilled occupation
- the list of courses offered in the program (see Appendix 2) and the list of unskilled occupations identified for the training courses being offered
- the duration of the program

The application for program approval will be validated and forwarded to the Minister. A letter signed by the Minister and approving the program will subsequently be sent to the chairperson of the school board.

## **7. CERTIFICATION OF STUDIES**

Section 32 of the  
*Basic adult  
general  
education  
regulation* in  
force as of July 1,  
2000

Successful completion of a program leads to official certification of studies and the awarding by the Minister of a certificate in sociovocational integration for adults. The certificate is signed by the Minister of Education and the chairperson of the school board involved. The application for the issue of certificates must be made according to the procedures for the issue of diplomas in sociovocational integration education for adults as explained in numbers 287 and 326 of *Info/Sanction*.

**APPENDIX 1**  
**Application for Program Approval**

|                                                                                                 |                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. GENERAL INFORMATION</b>                                                                   |                                                                                                                                                                                     |
| <b>School Board:</b><br>_____<br><br><b>Address:</b><br>_____<br>_____<br>_____                 | <b>Person in charge of SVI at your school board's adult education centre:</b><br><br><b>Name:</b> _____<br><br><b>Telephone:</b> (      ) _____<br><br><b>E-mail address:</b> _____ |
| <b>1.1 Partners associated with the project (ministries, organizations, businesses, others)</b> |                                                                                                                                                                                     |
| <b>Name of organization:</b><br>_____<br>_____<br>_____<br>_____                                |                                                                                                                                                                                     |
| <b>1.2 Date of start of project:</b> _____                                                      |                                                                                                                                                                                     |
| <b>1.3 Date of issue of certificates:</b> _____                                                 |                                                                                                                                                                                     |

**2. DESCRIPTION OF THE PEDAGOGICAL PLANNING, OF THE PROCEDURE FOR SUPERVISING ADULT TRAINING FOR UNSKILLED OCCUPATIONS, AND OF EVALUATION METHODS**

**2.1 Pedagogical planning**

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**2.2 Procedures for management and supervision of on-the-job training (Practicums)**

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**2.3 Evaluation methods applicable to that part of the training leading to an unskilled occupation**

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**3.**

**LIST OF COURSES (See Appendix 2)**

**SOCIOVOCATIONAL INTEGRATION (SVI)**

**Development of employability and sociovocational skills (200 hours)**

| <b>SAGE CODE</b> | <b>TITLE</b> |
|------------------|--------------|
|                  |              |
|                  |              |
|                  |              |
|                  |              |
|                  |              |
|                  |              |
|                  |              |
|                  |              |
|                  |              |
|                  |              |
|                  |              |

| TRAINING LEADING TO AN UNSKILLED OCCUPATION (Practicums) |       |
|----------------------------------------------------------|-------|
| <b>Preparatory practicum (250 hours)</b>                 |       |
| SAGE CODE                                                | TITLE |
|                                                          |       |
|                                                          |       |
|                                                          |       |
|                                                          |       |
|                                                          |       |
|                                                          |       |
|                                                          |       |
|                                                          |       |
| <b>Practicum in the workplace (350 hours)</b>            |       |
| SAGE CODE                                                | TITLE |
|                                                          |       |
|                                                          |       |
|                                                          |       |
|                                                          |       |
|                                                          |       |
|                                                          |       |
|                                                          |       |

| UNSKILLED OCCUPATIONS TARGETED BY THE TRAINING                                                                                                                                                                                                                                           |                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> </ul>                                                                                                         | <ul style="list-style-type: none"> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> <li>■ _____</li> </ul> |
| <p><b>* Please note that it is important to inform the regional office of the Ministère de l'Éducation and the Direction de la formation générale des adultes (DFGA) of all changes in the list of occupations offered by your adult education centre or chosen by the students.</b></p> |                                                                                                                                                                                  |

| GENERAL EDUCATION |       |
|-------------------|-------|
| SAGE CODE         | TITLE |
|                   |       |
|                   |       |
|                   |       |
|                   |       |
|                   |       |

|                                                                                                                     |                                                                                                                                            |                    |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>5. DURATION OF PROGRAM</b>                                                                                       |                                                                                                                                            |                    |
| <b>Training for sociovocational integration, i.e. development of employability and sociovocational skills (SVI)</b> | <b>In school or in the workplace (200 hours)</b>                                                                                           | _____ <b>hours</b> |
| <b>Training for an unskilled occupation (SVI)</b>                                                                   | <b>Practical training (250 hours) and workplace practicums (350 hours)</b>                                                                 | _____ <b>hours</b> |
| <b>General education</b>                                                                                            | <b>Education of utilitarian nature based on the adults' needs and depending on the requirements of the occupation targeted (100 hours)</b> | _____ <b>hours</b> |
| <b>TOTAL:</b>                                                                                                       |                                                                                                                                            | _____ <b>hours</b> |

**Send two copies of this document to the MEQ regional office in your area.**

**Signature:** \_\_\_\_\_  
**Chairperson of the school board**

**Note: Please attach a copy of the resolution of the school board's council of commissioners.**

**APPENDIX 2**  
**List of SAGE Codes and Course Titles**

# TRAINING CERTIFICATE IN SOCIOVOCATIONAL INTEGRATION (ADULT SECTOR)

## LIST OF SAGE CODES AND COURSE TITLES

| Developing Employability                                                        |                                 |                                                             |
|---------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------|
|                                                                                 | SAGE Code                       | Title                                                       |
| Section 1.1.1<br>Social, political and<br>economic environment<br>(theoretical) | SVI-P001-1                      | The Culture of Work                                         |
|                                                                                 | SVI-P002-1                      | Trades and Occupations                                      |
|                                                                                 | SVI-P003-1                      | Conditions in the World of Work                             |
|                                                                                 | SVI-1001-1                      | Collecting Educational and Occupational Information         |
|                                                                                 | SVI-1003-1                      | Introduction to the World of Work                           |
|                                                                                 | SVI-1004-1                      | Information Research Techniques                             |
| Section 1.1.2<br>Knowing one's vocational<br>profile                            | SVI-P004-2                      | Functions of Work                                           |
|                                                                                 | SVI-1005-2                      | Career Choice Education                                     |
| Section 1.1.3<br>Where to look for work                                         | SVI-P005-1                      | Where to Look for Work                                      |
| Section 1.1.4<br>How to enter the job<br>market                                 | SVI-P006-1                      | How to Enter the Job Market                                 |
|                                                                                 | SVI-1008-1                      | How to Look for Work                                        |
|                                                                                 | SVI-1009-1                      | How to Market your Skills                                   |
| Section 1.1.5<br>Social, political and<br>economic environment<br>(practical)   | SVI-1011-2                      | Non-Traditional Activities                                  |
|                                                                                 | SVI-1012-2                      | Professional Resources at Work                              |
|                                                                                 | SVI-1013-1<br><i>SVI 1041-1</i> | Rights at Work<br><i>SVI – Rights at Work<sup>(1)</sup></i> |
|                                                                                 | SVI-1014-1                      | Plan of Action                                              |
|                                                                                 | SVI-P007-2                      | Self-Knowledge and Assertiveness                            |

(1) Local Program.

|                                                 | <b>SAGE Code</b>                | <b>Title</b>                                                                                            |
|-------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Section 1.2.1<br/>Personal development</b>   | SVI-1015-1                      | Independence and Initiative                                                                             |
|                                                 | SVI-1016-1                      | Adapting to Change                                                                                      |
|                                                 | SVI-1017-1                      | Persistence                                                                                             |
|                                                 | SVI-1018-1                      | Self-Confidence                                                                                         |
|                                                 | SVI-1019-1                      | Gaining a Sense of Responsibility                                                                       |
| <b>Section 1.2.2<br/>Communication</b>          | SVI-1020-1<br><i>SVI-1042-1</i> | Oral Communication Skills at Work<br><i>SVI – Oral Communication Skills at Work<sup>(1)</sup></i>       |
|                                                 | SVI-1021-1<br><i>SVI-1043-1</i> | Written Communication Skills at Work<br><i>SVI – Written Communication Skills at Work<sup>(1)</sup></i> |
| <b>Section 1.2.3<br/>Teamwork</b>               | SVI-1022-1                      | Working in Teams                                                                                        |
| <b>Section 1.2.4<br/>Cognitive development</b>  | SVI-P008-1<br><i>SVI-P021-1</i> | Cognitive Skills<br><i>SVI – Cognitive Skills<sup>(1)</sup></i>                                         |
|                                                 | ISP-1023-1<br><i>SVI-1044-1</i> | Problem-Solving Strategies<br><i>SVI – Problem-Solving Strategies<sup>(1)</sup></i>                     |
|                                                 | SVI-2001<br><i>SVI-2011-1</i>   | Cognitive Processes<br><i>SVI – Cognitive Processes<sup>(1)</sup></i>                                   |
| <b>Section 1.2.5<br/>Work habits</b>            | SVI-P009-1                      | Sense of Accomplishment                                                                                 |
|                                                 | SVI-P010-1                      | Repetitive Tasks                                                                                        |
|                                                 | SVI-1024-1                      | Adapting to Work                                                                                        |
|                                                 | SVI-1025-1                      | Work Management Skills                                                                                  |
| <b>Section 1.2.6<br/>Vocational development</b> | SVI-1026-1                      | Personal Motivation                                                                                     |
|                                                 | SVI-1027-1                      | Strategic Orientation                                                                                   |
|                                                 | SVI-1028-1                      | Culture of Organization                                                                                 |

(1) Local Program.

|                                                      | <b>SAGE Code</b> | <b>Title</b>              |
|------------------------------------------------------|------------------|---------------------------|
| <b>Section 2.1.1</b><br><b>Job placement support</b> | SVI-1030-4       | Meeting the Job Challenge |
| <b>Section 2.1.2</b><br><b>Keeping a job</b>         | SVI-1032-2       | Keeping a job             |

| Training Leading to an Unskilled Occupation (Preparatory Practicum)                     |                          |                                                                                                         |
|-----------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------|
|                                                                                         | SAGE Code                | Title                                                                                                   |
| <b>Section 1.1.1</b><br><b>Social, political and economic environment (theoretical)</b> | SVI-1002-3               | Practicum: Exploring the Environment                                                                    |
| <b>Section 1.1.2</b><br><b>Knowing one's vocational profile</b>                         | SVI-1006-1               | Practicum: Validating Career Choice                                                                     |
| <b>Section 1.1.3</b><br><b>Where to look for work</b>                                   | SVI-1007-1               | Practicum: Where to Look for Work                                                                       |
| <b>Section 1.1.4</b><br><b>How to look for work</b>                                     | SVI-1010-2               | Practicum: How to Adapt to the Job Market                                                               |
| <b>Section 1.2.7</b><br><b>Acquiring sociovocational skills</b>                         | SVI-1029-1               | Practicum: Acquiring Sociovocational Skills                                                             |
| <b>Section 2.1.1</b><br><b>Job placement support</b>                                    | SVI-1031-2<br>SVI-1045-2 | Practicum: Meeting the Job Challenge<br><i>SVI – Practicum: Meeting the Job Challenge<sup>(1)</sup></i> |

(1) Local Program.

| Training Leading to an Unskilled Occupation (Practicum in the Workplace) |            |                                          |
|--------------------------------------------------------------------------|------------|------------------------------------------|
|                                                                          | SAGE Code  | Title                                    |
| Section 1.3.1<br>Qualification for unskilled occupations                 | SVI-1501-2 | Practicum: Vocational Qualification VII  |
|                                                                          | SVI-1502-3 | Practicum: Vocational Qualification VIII |
|                                                                          | SVI-1503-4 | Practicum: Vocational Qualification IX   |
|                                                                          | SVI-1504-5 | Practicum: Vocational Qualification X    |

